

**CITY OF  
WOLVERHAMPTON  
C O U N C I L**

**POLICY DOCUMENT**

**MANAGING SAFETY  
AT  
SPORTS GROUNDS**

January 2020

## **Introduction (1.0 Guide to the safety certification of sports grounds (GSCSG))**

This policy document has been produced by Business Services, Place, Wolverhampton City Council, and is the agreed policy and procedure for managing safety at sports grounds within the city. It identifies the roles and responsibilities of the Council in undertaking its statutory duties and has previously been consulted on with both the Emergency Services and the Sports Grounds Safety Authority.

### **Policy Aim**

Wolverhampton Council's policy aim, working in conjunction with its partner agencies, is to ensure that reasonable steps are taken to ensure that all people are protected from physical harm or injury at qualifying sports grounds.

### **Legislative Duty**

Under the Safety of Sports Grounds Act 1975 (as amended) "the 1975 Act" and the Fire Safety and Safety at Places of Sport Act 1987 "the 1987 Act" Wolverhampton City Council ("the Council") has a statutory duty:

- To issue a General Safety Certificate for each qualifying sports ground within the borough, containing such terms and conditions as the local authority consider necessary or expedient to secure reasonable safety. These are sports grounds that, in his opinion, have accommodation for more than 10,000 spectators – (5,000 in the case of Premiership or Football League grounds in England and Wales) or contain a regulated stand, regulated stands are stands that provide covered accommodation for 500 or more standing or seated spectators, as determined by the local authority under section 26 of the 1987 Act.
- To serve a prohibition notice in respect of a sports ground if the authority consider that the admission of spectators to the sports ground or any part of it involves or will involve a serious risk to them, so serious that until steps have been taken to reduce the risk to a reasonable level, admission of spectators to the ground or that part of the ground ought to be prohibited or restricted. It should be noted that this power only applies where the risk is to spectators not to other people at the ground.

- To issue a Special Safety Certificate where appropriate.

Currently, the only sports ground within the city that is designated is the Molineux Stadium, home of Wolverhampton Wanderers Football Club. Dunstall Park, Monmore Green and Aldersley all have regulated stands.

### **Responsibility for Safety (2.1 GSCSG)**

The primary responsibility for the safety of all people at the sports ground rests at all times with the sports ground management.

In respect of the Molineux Stadium the certificate holder is Wolverhampton Wanderers Football Club 1986 Ltd. In respect of the other three regulated stands the holder is either a named individual or body corporate.

This responsibility for safety should not be assumed by either the Council nor should the Council become involved in the management of events or take any action that could be interpreted as involvement in its management.

Business Services on behalf of the Council, are responsible for enforcing the recommendations contained in the Guide to Safety at Sports Grounds published by the Department of Culture Media and Sport (DCMS) and often known as the “Green Guide”. The Guide lays down detailed advice related to such matters as adequate structure, provisions of gangways, fire escapes, crush barrier design and engineering services.

The statutory duties and powers imposed by the 1975 Act have been delegated to the Head of Business Services who, in accordance with SGSA guidance, will oversee compliance with the legislation. The Commercial Regulation Manager will act as Chair for the Safety Advisory Group. As lead officer, the Head of Business Services is responsible for ensuring that new or revised legal requirements relating to safety of sports grounds are implemented. Day to day responsibility falls to a Senior Officer in Business Services with additional support from another Officer. Structural integrity of the stands is overseen by the Service Manager of Building Control. Competence and succession are maintained between the two officers by sharing knowledge and experience and by the introduction of additional officers being involved in the day to

day duties. This policy document represents the primary resource for WCC Staff responsible for delivering the service.

### **General Safety Certificate (2.0 GSCSG)**

The General Safety Certificate for the designated sports ground is to contain those terms and conditions that the Council considers necessary or expedient to secure the reasonable safety of all people at the ground when it is being used for the activities specified in the certificate. When all matters related to safety are in place a Safety Certificate can be issued and may cover or be limited to one or more specific events.

- *For the Molineux Stadium the general safety certificate is to cover the activity of football matches and the public viewing of training sessions.*
- *For Aldersley the specified activities are football, athletics, cycling.*
- *For Monmore Green the specified activities are greyhound racing and motorcycle speedway.*
- *For Dunstall Park the specified activities are horse racing / horse trotting and other associated equestrian events.*

The most important condition in the Safety Certificate is the setting of the maximum number of spectators that may be accommodated. The Safety Certificate should prescribe the capacities for the premises as a whole and for each separate area.

The Head of Business Services or his/her appointed officer is to sign the Safety Certificates on behalf of the Council.

### **Applying for a safety certificate (3.3 GSCSG)**

An application for a Safety Certificate for a designated sports ground must be on the prescribed form or via the web at <https://www.wolverhampton.gov.uk/licences/health-and-safety/safety-sports-grounds>.

The application should be accompanied by detailed information as to the structure, capacity and safety management systems. The Council may, by notice in writing, require the applicant to submit within a reasonable period such information and plans as it considers necessary to enable it to determine what terms and conditions to include.

Before it may issue a safety certificate for a sports ground, the Council must determine whether the applicant is a "qualified" person. This is defined in the 1975 Act as a person who is likely to be in a position to prevent any contravention of the terms and conditions of a safety certificate. The certificate holder should hold a position of authority within the management of the sports ground. This could include the chairman, chief executive, club secretary, sports ground manager, safety officer or a director, depending upon the sports ground and/or club.

The applicant has the right to appeal to the Magistrates Court against any refusal of a safety certificate.

### **Special safety certificate (3.10 GSCSG)**

Where it is intended to hold an event of a type not specified in the general safety certificate, an application should be submitted to the local authority for a special safety certificate. The applicant may be required to supply whatever information is necessary for the local authority to discharge its functions. This should include details of any proposed changes to the normal accommodation or arrangements.

As with a general safety certificate, there is a right of appeal by the applicant for any refusal of a special safety certificate.

### **Consultation and co-ordination (2.8 GSCSG)**

The Council is under a statutory duty to consult with the Chief Officer of Police, the Fire and Ambulance services, Building Control and the certificate holder. The Council needs to ensure that there is no conflict between its requirements on ensuring safety for all and those relating to the safety of staff and visitors under the Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005. The normal forum for this consultation will be the Safety Advisory Group ("the SAG").

Note: With regards to fire safety at sports grounds, the Council (Business Services) is the enforcing authority of the Regulatory Reform (Fire Safety) Order 2005.

**Review of the general safety certificate (3.8 GSCSG)**

The holder shall formally review the relevant sections of the Operations Manual on an annual basis and following any incident in which safety may have been put at risk or where doubts have been cast on the condition or management of the sports ground. A “near miss” should always be treated as an incident for these purposes. The annual review of the Operations Manual will be a standing agenda item on the SAG End-of-Season Meeting.

The Council may also need to amend the safety certificate to reflect changes at the sports ground. Planned changes may include improvements or alterations to the physical structure, safety management improvements or changes in the personnel identified in the safety certificate.

**Monitoring by the Council (6.0 GSCSG)**

The Council will monitor the holder’s compliance with the terms and conditions and under the 1975 Act. It has a duty to enforce the provisions of the Act and to arrange for the periodical inspection of the Certificated sports grounds.

The Home Office Circulars prescribe what is to be examined by or on behalf of the local authority. In summary, this should encompass:

- the certificates covering structural, dynamic performance and electrical tests;
- the records maintained by the management of the sports ground, in particular of attendances, accidents, maintenance, equipment tests, steward training and contingency plans;
- the condition of the sports ground and its fixtures and fittings; and
- the lighting, public address, fire warning and entry control equipment.

The physical inspection of the sports ground by the Council in compliance with the Home Office Circulars is not to duplicate work that should be undertaken on behalf of the certificate holder. Instead it is for checking that the sports ground and its fittings have been properly maintained and, ideally, for noting and agreeing remedial action on problems already identified by the certificate holder. It will normally be sufficient for the local authority to inspect the structures and fittings once a year while the

sports ground is empty. Further inspections are likely to be necessary only in the event of significant structural modifications. Structural inspections are undertaken on behalf of the Council by Building Control.

The General Safety Certificates for the Certificated grounds identifies the requirement for the annual structural appraisal and other required inspections or tests. The Council remains free to carry out sample testing if it considers this to be necessary.

Any complaints or identified issues, relating to safety will be immediately investigated by the Council, with a view to ensuring appropriate action is taken to secure the continuing safety of all attending the sports ground.

#### **During performance inspections (6.4 GSCSG)**

Management of safety at sports grounds is seen as an important factor in determining the safe capacity of a ground. The Council will therefore monitor not merely the holder's general compliance with the terms and conditions of the safety certificate but also other general matters such as:

- the competence of the safety officer;
- the competence of the stewards; and
- whether there are effective systems for identifying and tackling problems.
- The Contingency planning arrangements.

For designated sports grounds, the 1975 Act defines periodical as "at least once every twelve months". There is nothing to preclude the Council from inspecting the sports ground more frequently; this will be for the Council to determine, having regard to its duty to monitor the suitability of the terms and conditions of the certificate and to ensure that these are being observed. Relevant factors will include the capacity, design and layout of the sports ground, the management's level of commitment to safety, and the quality of the safety staff and safety management procedures.

Based upon the above factors and in consultation with the SGSA Inspector, the suggested minimum number of during performance inspections to be carried out over a season in respect of the Molineux Stadium is to be four. The criteria in deciding which specific fixtures the Council attends include:

- Time of fixture in the football season, e.g. beginning of a season, end of a season.
- Envisaged attendance of the ground, i.e. full/part
- High/low profile fixture
- Policing levels, e.g. a police free fixture
- Daytime/Evening fixture
- Televised fixture
- Following specific concerns in respect of observance with the safety certificate.
- Following improvements or alterations as previously described

Inspecting officers are required to be competent for the intended purpose and detailed records of all inspections are to be kept as part of an audit trail.

The inspecting officers are to be a Senior Officer (Business Services) and the Head of Building Control or his deputy who are required to be adequately trained in the discipline of safety of sports grounds, with this training being supplemented by relevant continuous professional development as required. Any remedial actions resulting from an inspection by the Council are to be conveyed to the certificate holder either verbally, communicated on the day, or more formally in writing.

Home Office Circular no. 97/1988 gives statutory guidance on inspection of regulated stands and the frequency of inspection. For covered stands with capacity in excess of 2000 spectators the minimum inspection frequency is once a calendar year. For covered stands with capacity less than 2000 spectators the minimum inspection frequency is once every other calendar year. This translates to a minimum annual inspection of Dunstall Park and every two years for Aldersley and Monmore Green.

### **Enforcement (7.0 GSCSG)**

The Council has signed up to the Black Country Local Authorities Enforcement Policy. Any enforcement action will be considered in line with this policy. The Council has a range of options to deal with incidents and/or breaches of safety certificate terms and conditions. Any action by a local authority should be proportionate, targeted, consistent, transparent and accountable.

**Choices of enforcement action**

There are several courses of action open to the council's enforcement officers depending on the different circumstances that may be encountered or apply to the situation. The choices of enforcement action are:

- Informal Warning
- Reduction in Capacity
- Prohibition Notice
- Simple Caution
- Prosecution

**Informal action** includes offering advice, verbal warnings and requests for action, the use of letters/informal notices and reports.

**Reducing the capacity** of all, or part of, a sports ground is a formal action which would be appropriate in the following situations:

- if an incident suggests that the management of a sports ground is performing poorly; or
- if the Council's inspecting personnel identify any deficiencies in the fabric, equipment, records or management systems, which the authority has not already considered when accepting or calculating the permitted capacity.

Any new capacity should be properly calculated having regard to the change in circumstances and the procedures to be followed will be the same as during the routine annual review of the safety certificate. Ground management should be invited to submit its proposed revised (P) or (S) factor, but the Council reserve the right to overrule this if appropriate.

When reducing a capacity, it is important that

- officers act reasonably and in accordance with due process, not least because the certificate holder has a right of appeal against any reduction in capacity; and
- a formal amendment to the safety certificate is issued.

Once the remedial measures or improvements have been implemented consideration should be given to restoring the original capacity.

### **Prohibition notice**

Unlike the other provisions of the 1975 and 1987 Acts, the power to issue a prohibition notice applies to all sports grounds, as defined in section 17 of the 1975 Act, including those that are neither designated nor contain a regulated stand.

Section 10 of the 1975 Act empowers the Council to issue a prohibition notice in respect of all or part of any sports ground if it considers that “the admission of spectators to a sports ground or any part of a sports ground involves or will involve a risk to them so serious, that, until steps have been taken to reduce it to a reasonable level, admission of spectators to the sports ground or that part of the sports ground ought to be prohibited or restricted”. A prohibition notice is therefore a measure of last resort and should only be used where an amendment of the safety certificate (where issued) is not considered an effective way of dealing with the risk(s)

When issuing a prohibition notice consideration should be given as to whether the risk to spectators is or may be imminent and if so, the notice should take effect as soon as it is served. In all other cases it should come into force at the end of the period specified in the notice.

A prohibition notice must specify:

- the nature of the risk to spectators; and
- the number of spectators that may be admitted to the sports ground, or any part of the sports ground, until appropriate steps have been taken to address those risks.

The notice may also include directions as to the steps which will have to be taken to reduce the risk to a reasonable level.

Under the Environment and Safety Information Act 1988 the local authority is required to keep a register of any prohibition notices that it has issued.

The Council needs to ensure that it can, if necessary, issue a prohibition notice at very short notice and without reference to senior officers or to members. As safety of sports grounds is a specialist area, delegated authority is conferred upon the Head of Business Services and the Lead officer i.e. Alison Stephens -Senior Officer.

In extreme cases, where none of the above would sufficiently control an expected public safety hazard, the Council also has the option of seeking an injunction.

Rights of appeal exist in respect of prohibition notices and any reduction in capacity.

**A simple caution** should only be issued for offences where there is no imminent risk or where the offence is readily admitted, and immediate action has removed the imminent risk.

### **Prosecution**

The decision to prosecute is very significant and should be related to risk. In general, it should be reserved for those who

- blatantly disregard the law;
- refuse to implement basic legal requirements and who put the public at risk.

### **Other dynamic controls available to the Authority and Football Club to assist with managing a safe football event.**

#### **1. Alcohol Controls**

One of the principle contributors to public disorder is the access to alcohol both before and during the event. Alcohol may be controlled in a number of ways. Within the ground alcohol may be restricted to one or both classes of fans, although this is usually reserved for away support. The restriction may apply to half time only or before kick-off and half time. Alcohol before the game may be restricted by kick off time and in exceptional circumstances the police may advise licenced premises not to open. Early kick off time and alcohol restrictions are usually reserved for high threat derby games. *Note: evening fixtures do not permit alcohol restrictions except in the ground, careful consideration should be given to the controls and teams to be played on evening fixtures.* Occasionally the offer of alcohol can be of benefit, providing for the away support an incentive to enter the ground early.

#### **2. Ticketing Controls**

Although cash turnstiles no longer operate, tickets are still sold to a variety of supporters and can represent both a useful control or an area vulnerable to disorder. Greatest levels of control can be achieved with home season ticket holders, this is because they have a designated seat every game, a history with the club, known name and address and supporter number. Least control would be with an away cash sale of a ticket to a walk up away supporter. This is because the club

has no information as to the identity of the individual and they may not sit in allocated seats. There are a variety of intermediate possibilities between these two opposing states that can be used to impose controls. Firstly, tickets may only be sold to individuals who give a name and address, greater security can be achieved with a known history of sales and address, some supporters may have a membership or supporter number or both, but will have a history of sales, finally they may be an existing and long-term season ticket holder. Away fans are very much harder to control, both from a ticketing perspective and as a supporter group as a whole. Away fans are more inclined to stand, take unallocated seats and block radial gangways. Away fans can be uncooperative with stewards and generally more difficult to control. Normally away ticket allocation is sold to the away fans by the away club, tickets are usually sent two weeks prior to the game. On occasion, if there has been disorder in the past the home club may request conditions be placed on the ticket sale, such as to members only, or only supporters with a purchase history. The most draconian of away controls is the operation of a voucher system or a "Bubble" in conjunction with other controls. This requires all the away fans to travel by coach and arrive at a RV point at the same time. The vouchers are then exchanged for tickets by the police, the police then escort the coaches to the coach park and then fans to the away turnstiles.

### **3. Seating Controls**

Seating location and strategy can contribute to safety and security for both home and away spectators. Locations for away support have varied in the past, the main location has been the lower Steve Bull, this is of particular value when dealing with challenging sets of supporters owing to its low gradient and physical segregation. Other locations are the Jack Harris (now Hayward) flank and the upper and lower quadrant in the Stan Cullis. The Hayward flank was the least satisfactory away position owing to the gradient and the antagonistic nature of the home support, the Hayward flank should no longer be used since the redevelopment of the Stan Cullis. The use of the lower Steve Bull with another location should be discouraged as it spreads both club and police resources. The fitting of barriers to the quadrant has reduced the risks associated with standing and therefore made it useable for visitors, however the divide is exceptionally long so it is resource intensive. The risk of pitch incursion is almost non-existent, the upper tier gradient may discourage standing, the facilities are well received and in the event of a hostile home pitch invasion the away support remains secure. Within grandstands seating can be

controlled by restricting access to seats by the use of netting, this technique can be used to reduce the viewing area in the event that limited sales have been made, this has the advantage of reducing the number of open vomitories and thereby reducing the number of statutory stewards and concentrating spectators in a more manageable area. Rows may also be netted off, either to concentrate fans into an area or to exclude access to an area. The club may use this technique for commercial reasons such as the back two rows of the lower Steve Bull to separate away spectators from the executive boxes, or it could be required to sterilise an area such as all or part of the upper Steve Bull front two rows in the event of home over away where a credible risk of throwing exists. Other controls include placing “known” or season ticket holders in these positions instead of netting.

#### **4. Persistent Standing**

Persistent standing is a common trait of the Jack Hayward stand and certain groups of travelling fans. Persistent standing is problematic for a few reasons, standing in seated areas, where the gradient of the seating deck exceeds the maximum gradient for a standing terrace i.e.  $25^{\circ}$  should be regarded as unsafe by definition. The steeper the gradient of the seating deck equates to greater danger to spectators. Modelling of crowd dynamics has shown that progressive crowd collapse is a possibility that would result in multiple injuries, the risk increases with gradient. Generally, the club response to known persistent standing with away clubs is to site the away support in the lower Steve Bull. Standing however takes up more room than sitting and consequently pressure develops with some fans to block radial gangways, this condition does not arise with every group of supporters, some will stand and keep radials clear, others however will spill into gangways and be uncooperative in returning to their seat position. With clubs that present a risk of encroaching into radials an aisle seat reduction can be imposed, this is a reduction of one aisle seat per row for every seating block. In extreme cases a double aisle seat reduction has been implemented.

Following changes to the Green Guide Wolverhampton Wanderers have installed seats with barriers in the entire Jack Hayward Stand and freestanding barriers in front of seats in the Stan Cullis quadrant. This has been completed to mitigate the risks associated with persistent standing as all reasonable measures have failed to get spectators to sit down. This is alongside a management plan aimed to ensure

that spectators are aware that there is still a requirement to stay seated as all seater stadium is still government policy.

### **Non-League games excluding testimonials and friendlies.**

Cup Games and Play-off games can attract occasional supporters, particularly if quite advanced for cup games and undoubtedly in the case of a play off or a local derby. Although season ticket holders will have options to retain their seat, all of the sales will be on a match to match basis which runs the risk of irregular supporters occupying home seats that may provide opportunity to provoke the away support. Such provocations may become excessive owing to the lack of concern over repercussions of irregular supporters. Particular care should be taken particularly where home is over away. Cup games are arranged at very short notice by the nature of the draw, depending on the opposition drawn and the competition a variety of pressures may arise. Certain cup competitions are always midweek, and replays are always midweek. The FA cup is subject to the 15% rule which may create pressure to site away support in two locations. Certain draws may on the face of it appear low risk candidates for Club Security only. Occasionally these have been anticipated by risk groups as police free and subsequently targeted by risk groups leading to disorder outside the ground.

Europa matches have requirements for 10% of away seats to be close to the centre line so in some cases this may mean that away supporters are positioned in W6 of the Billy Wright Stand. These are normally corporate, VIP supporters.

### **Risk assessment of fixtures**

In order to identify these safety controls the safety officer will carry out a threat assessment of all matches, this assessment will point naturally to the measures needed to enhance the safety of an event. In combination with this assessment the police will carry out a similar assessment known as Strat I. Invariably these two assessments come to a similar conclusion as to the categorisation of the fixture although intelligence nearer the game can inform further controls.

## **Reporting of Performance**

Minutes of the Safety Advisory Group are forwarded to the Licensing Committee on a periodic basis. The impact of any new arrangement or major safety failures, which may affect safety, are reported promptly to senior management and Councillors.

### **Safety Advisory Group (4.3 GSCSG)**

In the Final Report of the Inquiry into the Hillsborough Stadium disaster, Lord Taylor recommended that local authorities set up advisory groups to provide specialist advice to assist them in the effective discharge of their duties under the 75 Act.

The role of the Safety Advisory Group (SAG) is to develop as a body of expertise and to provide a forum within which the local authority can maintain a consistent approach to safety for all.

With the delegated powers and authority to act quickly and appropriately to protect public safety and prevent dangerous situations arising, the Chair of the SAG is to be the Commercial Regulation Manager.

The SAG fulfils an important safety role. This could well come under scrutiny in the event of a serious safety failure at a sports ground. Accordingly, the SAG is properly constituted, has written terms of reference and effective procedures. These terms of reference encompass all matters falling within the purview of the local authority on safety for all. The terms of reference identify the roles and responsibilities of the SAG and its members and thereby its potential liability.

The composition of the SAG includes core members and invited representatives, along with, other Council Services and national bodies as considered appropriate. Democratic Services provide the secretariat support to the SAG. SAG minutes constitute an important part of the audit trail that the Council is properly exercising its legal duties.

The SAG for the Molineux Stadium is to meet a minimum of three times a year (October, January, May) and following any major incident or near miss or prior to an event requiring significant safety management planning.

### **Review of (P) and (S) Factors (7.3 GSCSG)**

(P) and (S) factors used in determining the safe capacity of a sports ground are to be subject to ongoing review by the Council. The calculation and methodology in determining these factors is to be formally reviewed by the SAG on an annual basis or after major safety failure.

### **Role of the Sports Grounds Safety Authority (4.10 GSCSG)**

The Sports Grounds Safety Authority (SGSA) has the task of keeping under review the discharge by the Council of its safety certification functions under the 1975 Act. It may require the Council to include in any safety certificate such terms and conditions as it may specify.

The SGSA promotes the adoption and maintenance of a safety culture and is a source of advice and good practice. The SAG meeting is often the forum in which the SGSA can best engage with and assist the Council in a proactive and constructive manner.

The Sports Grounds Safety Authority undertakes audits of the Council's safety certification procedures.

### **Role of the Emergency Services – Police, Fire and Ambulance (4.4 SGCSG)**

Each of the emergency services has its own policy guidance on how it undertakes its duties and responsibilities. Each service is to be represented by an appropriate person or persons on the SAG who will assist the local authority in exercising its functions, thereby serving to ensure a coordinated approach to the safety of those at the ground. The SAG Terms of Reference document identifies the role of the emergency services within the group to achieve these purposes. The Council is the enforcing authority for fire safety at certified sports grounds under the Regulatory Reform (Fire Safety) Order 2005.

### **Cost Recovery (3.12 GSCSG)**

The Council may charge an applicant the cost of work reasonably and actually involved in the processing of an application for the issue, amendment, replacement, transfer or cancellation of a certificate. The Council may not charge for the annual review of a general safety certificate or for monitoring except in connection with the issue, amendment, replacement or transfer of a certificate.

### **Dispute Resolution**

The Authority is required to have a Dispute Resolution Process by the SGSA to ensure that if there is a dispute between the certificate holder and any of the statutory Category One responders (interested parties) as defined by the Civil Contingencies Act 2004 it can be addressed before it has an impact on the safety of an event.

This process is not to be used to resolve any civil debts that may have arisen but is to be limited to the attendance or non-attendance of the relevant body or authority at an event that is being held at the venue and at which the conditions of the general safety certificate shall be in force. It is also not to be used where there are contractual issues between the certificate holder and any commercial supplier.

The dispute resolution process is intended to create a space and environment in which the views of the relevant bodies and stakeholders can be discussed with the certifying authority in a timely manner to enable the certifying authority to consider the issues raised and where necessary, to take relevant proportionate enforcement action.

It is recognised that the process as outlined below is most likely to be engaged where there is a dispute between venue management/certificate holder and the police regarding the quantum and need for the presence of the police at an event.

<b>Step</b>	<b>When *</b>	<b>Action</b>
<b>1</b>	<b>Day 1</b>	<b><i>Information received from the certificate holder or the interested party to inform Wolverhampton Council relating</i></b>

		<i>to concerns over the presence or non-attendance at the event.</i>
2	Day 1	<i>Wolverhampton Council will convene a meeting of the relevant parties to discuss the issues relating to the dispute. In the event agreement cannot be reached the local authority should consider following the process.</i>
3	< Day 3	<i>Wolverhampton Council will consider convening an extraordinary safety advisory group meeting to be held at the earliest possible date.</i>
4	< Day 7	<i>Extraordinary safety advisory group meeting. Consider the need to escalate any decision to senior management team and or elected members.</i>
5	< Day 14	<i>Consider imposing revised or additional conditions through the safety certificate or undertaking enforcement action against the certificate holder following previous discussions and the safety advisory group meeting. Draft revised and or additional safety certificate conditions Consider the need for advice from legal services. Advise elected members.</i>
6	< Day 17	<i>Review the position of the parties that are in dispute and reaffirm any enforcement action, or revised conditions within the safety certificate. Revised and/or additional conditions are included within an updated safety certificate.</i>
7	Day17 onwards	<i>Review the position of the parties that are in dispute and reaffirm any enforcement action, or revised conditions within the safety certificate. Issue as necessary.</i>
8		<i>Opportunity should be given to the certificate holder and interested party to continue to have dialogue and to seek agreement without the need for action on the part of the local authority.</i>

\* Timescales are a guide only and may need to be shorter depending on when the council is made aware of the issue compared to next match/race etc.