

Milton Keynes Safety Advisory Group

Constitution 2020 - 2022

Regulatory Services



milton keynes council

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Version control

Author	Version	Date	Comments
J Sloan	1.0	April 2020	Peer reviewed
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Terms of Reference

Terms of reference	
Name	Milton Keynes Safety Advisory Group (SAG)
Aims and objectives	<p>Milton Keynes Safety Advisory Group (SAG) aims to encourage and promote the safe management and organisation of public events held in the borough of Milton Keynes. The SAG provides a single point of contact so that event organisers can receive consistent advice concerning their safety and planning arrangements, from member organisations, to help them fulfil their statutory responsibilities and duty of care.</p> <p>The SAG also provides a forum for member organisations to consider event related matters and develop, give advice and guidance to member agencies and event organisers. The SAG has no enforcement powers these stay with members who retain primacy for their relevant areas of enforcement.</p> <p>The SAG will advise, support and encourage the organisation of safe, legal and responsible events by event organisers, the organiser and their management team will retain the legal and ultimate responsibility for ensuring a safe event.</p>
<ul style="list-style-type: none"> • What SAG will achieve 	<ul style="list-style-type: none"> • To advise event organisers on appropriate Safety considerations. • Promote the principles of sensible risk management and good practise in safety and welfare planning • To advise event organisers on appropriate contingency and emergency arrangements. • To provide a forum within which the local authority and other agencies may develop a coordinated approach to event safety and welfare. • To encourage event organisers to limit any negative impacts of any event on the local community and environment. • To act in an advisory capacity to both the organiser of an event and other agencies/individuals involved. • To advise event organisers on current and future publications and legislation that will assist them with their event planning; including Licensing Act 2003, Health & Safety Legislation, Guide to Safety at Sports Grounds, The Event Safety Guide etc.

	<ul style="list-style-type: none"> • To ensure that event organisers are aware of the roles of individual SAG members. • To review relevant events through a formal debrief (including any significant incidents or “near misses”) and make recommendations where appropriate for improving safety. • The SAG will not directly plan or manage events.
<ul style="list-style-type: none"> • What is out of the scope of the Group 	<ul style="list-style-type: none"> • The SAG does not have regulatory powers to permit or prevent any event from proceeding • The SAG will not be able to endorse an event taking place. • The SAG will not directly plan or manage events
Governance	
<ul style="list-style-type: none"> • Chairing arrangements 	<p>The Chair of the SAG will normally be a Senior Officer from Milton Keynes Council’s Regulatory Services, unless conflict of interest prevents this then a suitable impartial replacement will be found.</p> <p>The Chair will ensure that due account is taken of the views of all members of the SAG.</p>
<ul style="list-style-type: none"> • Experience of members 	<p>Members of the SAG will be of suitable experience and knowledge able to provide the necessary advice and information to event organisers.</p> <p>Any declaration of interest must be made by members prior to a meeting.</p>

Membership	
Milton Keynes Council (MKC) Environmental Health	Provide information and guidance as required on legislation relating to food safety, sanitation, drinking water, health and safety, nuisance and any other matters as required.
MKC Licensing	<p>Provide information and guidance on licensing matters as maybe requested.</p> <p>Provides information relating to compliance with conditions on any relevant licence or permission as it applies to any event.</p> <p>Promotes compliance with stated licence conditions, before and during events.</p>
MKC Highways	<p>Considers traffic management planning detail provided by event management plans to minimise disruption to local communities.</p> <p>Considers road closures as required or requested within event notifications and applications.</p> <p>Considers the impact of event parking and traffic on the local area and network.</p>
MKC Building Control	To consider the provision of temporary stands, staging demountable structures and relevant design and construction specifications of large structures.
MKC Emergency Planning	Considers the potential impact of each event to the surrounding area and facilitates in terms of incident planning and wider emergency planning, in accordance with the Civil Contingencies Act.
Thames Valley Police	<p>Provides information and act as appropriate relating to core policing matters which will include;</p> <ul style="list-style-type: none"> • The prevention and detection of crime. • The prevention and reacting to breaches of the peace • Enforcing traffic regulations and traffic management <p>Activating a contingency plan where there is an immediate threat to life coordinating the resulting emergency services actions.</p>

	<p>The police will not be deployed at the request of an organiser, but as a response to any risk assessment undertaken by them that in their view requires a police presence being on site.</p> <p>To consider security (including counter terrorism) measures required for an event.</p>
British Transport Police (BTP)	As above where relevant to BTP interests.
South Central Ambulance Service	<p>Provides information on all technical and legal aspects of related legislation.</p> <p>Provides information to assist the provision of adequate medical provision.</p> <p>To provide feedback on any event management and medical plans.</p>
Buckinghamshire Fire and Rescue Service	<p>Ensure compliance with relevant legislation before and during the event.</p> <p>Provide information on the event management plan regarding risk assessment, fire safety precautions and emergency evacuation procedures.</p>
Highways England	To consider plans and effect on the Highways England network.
MKC Waste	To consider plans relating to waste management provision and limit the impact of the event on the local community around the event and at transport hubs
MKC Taxi Licensing	To consider the plans relating to taxi and PH provision/ communication with, for an event.
Invited Members	
Parks Trust	Where the event is being held on or impacting on Parks Trust land.
MKC Landscaping	Where the event is being held on Council land and permission to use the land has been granted
MKC Communications	Where MKC coms can provide assistance to larger scale events.
MKC Legal	When required
Health and Safety Executive	When required

Canal and River Trust	Where event being held on relevant water sites
MKC Events team	Where MKC officers are involved in event
MKC Passenger Transport	Where events likely to impact/ utilise bus service
Network Rail	Where event likely to impact/ utilise train services
	Other parties as required including landowners, MKDP, Trading Standards, structural engineers

Meetings	
<ul style="list-style-type: none"> • Notice and frequency of meetings 	Meetings will be routinely scheduled on a seasonal basis with event items assigned as required. Where meetings are not required, at least one weeks' notice will be provided prior to cancellation.
<ul style="list-style-type: none"> • Sub and working groups 	Joint Assembly Group (sub-group) can be arranged in an ad-hoc manner to consider with specific events or undertake actions.
<ul style="list-style-type: none"> • Minute taking and distribution arrangements 	<p>Minutes will be taken by the Local Authority or the event organisers where appropriate.</p> <p>Records of minutes are subject to Freedom of Information Act (FOI) requests and the local authority recognises that separate confidential minutes may be required for parts of a meeting to prevent issues arising in relation to the unwitting release of sensitive material. This will include appropriate security and counter terrorism information as well as commercially sensitive information.</p> <p>Where a meeting to discuss confidential counter terrorism information or intelligence is required this will be declared on the minutes of the main meeting and a separate meeting where a restricted list of people will be present for those confidential discussions.</p>
Powers	
<ul style="list-style-type: none"> • Decisions which can or cannot be made by the Group 	<p>The SAG does not have any legislative powers to enforce actions. Individual members may rely on legislative arrangements within their service to promote safety and protect the public when required.</p> <p>The SAG may provide information to event managers, land owners or insurance providers of specific concerns raised by the SAG if felt necessary. This may prevent the event from taking place indirectly.</p>

Policy – How SAG will undertake its work

Notifications	<p>The Council shall provide the means for event managers to notify the Safety Advisory Group (SAG) of an event they have planned in Milton Keynes. The notifications will be stored on Council systems. A copy of the notification will be issued to all members of the core SAG and the invited members where necessary. When available, the notification should also contain details of the event management plan and any road closure plans/ site plans that are available.</p> <p>Event Managers are advised to submit Notifications eight weeks in advance to allow for appropriate consideration of the information and the arrangement of a SAG meeting is required. Later submitted notifications will still be circulated to the group for comment, but it cannot be guaranteed that meetings will be held without sufficient notice.</p> <p>Members of the SAG are expected to review the notifications and pass comment as required. It is not necessary for members to respond where there are no concerns.</p> <p>See below, the privacy statement in respect of GDPR.</p>
Meetings	<p>Event organisers/ managers and relevant others will be invited to attend SAG meetings when a member of the SAG deems it necessary. Meetings will be scheduled seasonally and others added into the calendar as required. Milton Keynes Council will provide the administrative support and minute the meeting. The location of the meeting may change on the availability of room space and it may be appropriate to hold a meeting on the site of the event.</p> <p>Agendas will be sent in advance of a meeting and the minutes shall be circulated detailing advice provided and actions to be taken. The minutes will note the discussions and highlight where specific advice or actions have been proposed.</p> <p>It is accepted and encouraged that smarter ways of working can avoid the need for meetings to be held. Discussions can be held between individual members and event managers. Sub-meetings (Joint Assembly Groups - see below) are encouraged.</p>
Joint Assembly Group	<p>In some circumstances it may be effective to arrange a sub-committee of the SAG, involving a few key members. This will prevent an unnecessary resource burden on all parties. It will be the responsibility of these in attendance to record any</p>

	actions to be taken and pass any necessary information onto the SAG administrator.
Documentation	Event managers will be expected to make their event documentation available. This could include the event management plan, road closure plans, site plans. For larger events it may be necessary for the event organisers to provide a system for documentation review, especially where there are many, evolving documents. Documentation will be kept in accordance with the privacy statement of the SAG
Privacy statement	In respect of personal information held by the SAG it will comply with the MKC privacy statement (the attached link https://www.milton-keynes.gov.uk/your-council-and-elections/council-information-and-accounts/council-information-and-the-law/milton-keynes-council-privacy-notice)
Records	Documentation supplied by event managers will be stored securely. Correspondence between SAG members and the Council, and event managers and the Council will be recorded. Where partner authorities hold their own correspondence with event managers, they are responsible for recording agreed actions.
Offer advice	The primary role of the SAG is to offer advice to event managers. This will usually be provided verbally at meetings or via correspondence. Whilst the advice is not binding it is expected that event managers will consider any advice given.
Decision Making Powers	The terms of reference clearly state the SAG has no legislative powers. However statutory decision making powers will lie with individual members who may take enforcement action where required.
Lessons Learned	From time to time, and in particular for regular large scale events, event managers will be invited to attend lessons learned SAG meetings. The lessons learned meetings will review the event and document how the event can be safer in the future.
Site visits and during performance inspections	If the membership of the SAG requires a site visit to better provide advice, it is expected that the event managers will provide access to the venue and all appropriate areas. It is likely that individual members will be able to rely on statutory powers of inspection to gain access if needed.

<p>Under what protocols are events to be considered under the scope of the SAG</p>	<p>Whether a SAG meeting is held will be decided on a case by case basis. Any member can request that a SAG meeting is held, and will be expected to do so where they have particular concerns or where the event is of such a scale and risk, it will be necessary to discuss the event collectively in order to promote safety.</p>
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