

Regulatory Committee report



28 October 2020

INFORMATION ITEM - SAFETY ADVISORY GROUP CONSTITUTION AND GUIDANCE DOCUMENT

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for publication

No

1. Purpose

1.1 To update the Committee on the Milton Keynes Safety Advisory Group (SAG) Constitution and Guidance document.

2. Recommendations

2.1 That the Safety Advisory Group Constitution 2020/22, attached at **Annex A** to the report, be noted.

2.2 That the Guidance for Events Managers, attached at **Annex B** to the report, be noted.

3. Actions and Options

3.1 The options are:

(a) to note the updated Terms of Reference and Guidance document (RECOMMENDED); or

(b) to resolve that further work is undertaken to enhance the Constitution.

4. Issues and Choices

4.1 In 2019 the Emergency Planning College updated its "UK Good Practice Guide to Working in Safety Advisory Groups". This is a Cabinet Office endorsed document and is used by local authorities to inform their Safety Advisory Groups. The Milton Keynes SAG has not previously brought its Constitution to

Members for review and this recent document update was considered an opportunity to do so.

- 4.2 A SAG is not a statutory body and does not have direct authority to enforce any actions proposed to be taken by event organisers, however, it is accepted that Safety Advisory Groups play a crucial role in advising event organisers and ensuring public safety concerns are comprehensively considered within the plans of any event. It allows for event organisers to inform the SAG membership of their events and meet to discuss those plans and members can provide advice where necessary. Individual members of the SAG can use their own regulatory powers to enforce actions as necessary.
- 4.3 The SAG members will give advice and review event notifications received. The constitution of the SAG will provide a framework as to how it and its members will operate. This is very important because there is no statutory framework currently in place for this purpose.
- 4.4 This policy review has formalised the terms of reference and policy into a single document. There is also a copy of the guidance document available to event organisers. Both documents have been sent to SAG membership for comment and consultation responses incorporated.

5. Implications

5.1 Policy

The revised Constitution provides a more robust framework to defend decisions made by the SAG and provides clarity to membership and event organisers as to any responsibilities and expectations.

5.2 Resources and Risk

None.

5.3 Legal

A robust Constitution will ensure the SAG processes will be fair and transparent and able to be effectively defended should decisions be challenged.

List of Annexes

Annex A Safety Advisory Group Constitution 2020/2022

Annex B Guidance for Events Managers

Background Papers:

The UK Good Practice Guide to Working in Safety Advisory Groups 2019 - Emergency Planning College