**Safer Sounds Partnership Steering Group**

**What is Safer Sounds?**

The Safer Business Network was asked to adapt its successful and award winning local BCRP model to create a more partnership focussed approach to licensing across London.

The Safer Sounds Partnership brings together the events industry to which promote consistency of approach by all, information sharing and support venues and promoters to create a safer events scene in London.

Safer Sounds is an advisory body and has no jurisdiction to cancel events. Any information which it provides to members aims to increase a business’s general knowledge in a subject area.

The Safer Business Network accepts no responsibility for how business’s use this information or actions taken by yourself based on the interpretation of this information.

**About the Safer Business Network**

Safer Business Network is a not for profit organisation which introduce and manage business crime reduction partnerships (BCRPs) in some of London most diverse and challenging boroughs. BCRPs are private membership schemes where businesses come together with each other and the Metropolitan Police Service (MPS) and local authorities to reduce the impact and cost of crime, violence and anti-social behaviour against businesses, their staff and the communities they trade in.

**Purpose of the Steering Group**

The Safer Sounds Steering Group brings together a wide range of people from across London’s events community, with identified stakeholders to oversee the delivery and continued development of the Partnership at an operational level. The group will pool their events, security and risk management knowledge and resource to ensure continued success of the Partnerships.

The Steering Group members will monitor the quality of the project, providing advice, guidance and on occasion, make decisions about changes to the project as it develops.

The Steering Group has no authority over the way events are managed in the events industry and may provide best practice which may be shared for information purposes **only**.

Key areas identified by the Steering Group will be fed back into the wider Safer Business Network Board of Managers.

There is an expectation on steering group members that they will:

* Promote Safer Sounds to the events industry
* Assist in implementation of Safer Sounds Partnership across their constituencies and in their respective businesses
* To take collective action to mitigate security issues and threats.
* To disseminate best practice to the partnership so they can share as appropriate with members.
* To provide regular updates to the Safer Business Network board regarding work being undertaken as part of the Partnership.

**Delivery**

The secretariat of the steering group will be undertaken by Safer Business Network; the Steering Group meetings will be organised and administered by the Safer Business Network Team and the delivery of its objectives undertaken by the BCRP Programme Manager, who reports to the Chief Executive.

It is proposed that full meetings will be held quarterly, and venues will be decided in advance and offered by members of the group as a gesture of good will. Members will be consulted prior to the meetings for agenda items and the agenda will be circulated a week in advance of the meeting. If necessary, extraordinary meetings can be held to take forward any critical issues if they should arise.

Steering Group meetings will be formally minuted and circulated among members within a week of the meeting taking place. Where appropriate, action plans of work will be used to target specific issues and track progress.

**Membership**

All businesses in the Partnership are entitled to receive minutes and actions from the group. Attendance at the meeting is limited to 15 people.

Members should engage and consult with their respective constituencies to ensure that they are not only representing themselves and there shall be a limit of one member per business or promotions group.

The Police and GLA will be invited to the steering group in an advisory capacity. They do not have decision making or voting rights. There may be agenda items where advisory members are asked to leave the meeting.

Other key stakeholders and agencies will be consulted, as and when required.

There is no limit to the period of membership of the Steering Group, however, if a member of is unable to attend three consecutive meetings, without giving apologies, the Chair will write to them to ascertain whether they wish to continue their membership and the Steering Group may seek to remove the member if a reasonable excuse is not given.

**Steering Group Chair**

The Chair will be elected from one of the participating businesses and will operate on a 12-month rotational basis. The Chair will be decided by the Group at the first meeting and will be responsible for leading the strategic direction of the Group.

The role of the chair is to ensure the meeting is ran effectively and that members represent their constituencies.

**Steering Group Vice Chair**

The Vice Chair will be elected from one of the participating businesses and will operate on a 12-month rotational basis. The Vice Chair will be decided by the Group at the first meeting and will be responsible for assisting the Chair in their duties.

The role of the vice chair is to assist the Chair in the operation of the Steering Group.

**Budget**

The steering doesn’t require a cash budget, however members should be happy to contribute their time, ideas and resources (such as meeting rooms), to support the Group to meet its objectives.

**Sharing of information**

Some of the information provided to the Steering Group, either at full meetings or by email will be of a confidential nature; in order to join the Steering Group, members will be required to sign an Information Sharing Protocol and comply with the rules set out.

**Review**

The Terms of Reference of the Steering Group will be reviewed on an annual basis, to ensure the continued relevance and value of its work.