

## **PREVENT COMMITTEE**

Notes of the 3<sup>rd</sup> Meeting of the Prevent Committee held on 1<sup>st</sup> November 2016.

Present: Professor M Jones (Chair); Ms Elaine Gray; Messers D Scott; Ms Eliza Hall and M S Edwards (Domestic Bursar, Secretary).

Apologies: Dr D Needham.

### **1 Key PREVENT Submission Timings**

- a. Monday 3<sup>rd</sup> April 2017 – Annual report.

### **2 Key points from the meeting**

- a. The Domestic Bursar reported that the Education and Research Committee did not have a current policy in place for approving external speakers and events in College, ensuring freedom of speech within the law in College, protecting the importance of academic freedom and approving branded events taking place out of College. **It was agreed the Domestic Bursar would put a formal policy in place to be approved by the Dean.**
- b. The Domestic Bursar provided copies of risk assessment examples for the committee. It was agreed that the Domestic Bursar would send the risk assessments to each committee member via email for detailed feedback.
- c. Professor Jones emphasised the importance for transparency and stated that the record of each Prevent Committee meeting should be sent to all members and published on the College website. **Eliza Hall would organise this.**
- d. The Domestic Bursar reported that the HEFCE Report would be in a set format for all Colleges. The Chair made the Committee's position clear that data protection is priority and sensitive information should not be released unless legally required.
- e. The Domestic Bursar reported that he had been facilitating PREVENT training to all members of staff. **The Domestic Bursar would send Ms Elaine Gray the link to access the training video.**
- f. The Domestic Bursar reported that a VVIP was due to be speaking at one of the Lecture Series though it had not yet been confirmed. The Domestic Bursar reported that he had completed a full risk

assessment and that he would discuss a contingency plan with Derek Scott.

- g. It was agreed that the PREVENT Committee would meet once per term.

**3 Any other business**

- a. No member raised any other matters for discussion.

**4 Date of future meetings**

- a. To be confirmed.