

PREVENT COMMITTEE

Minutes of the 6th Meeting of the Prevent Committee held on 14th February 2018.

Present: Professor M Jones (Chair); Dr D Needham (Dean); Mr Derek Scott (Head Porter); M S Edwards (Domestic Bursar and Secretary).

12 Apologies:

Mr Luis Nobre (DCSA).

13 Declarations of Interest

There were no declarations of interest.

14 Minutes of the previous meeting

The minutes of the previous meeting were agreed and signed.

15 Specific Business from the Chair

There was none.

16 Minutes of the Previous Meeting

- a. The Dean confirmed that he had established a confidential register of potentially PREVENT-relevant incidents as decided in Minute 6a. There had been nothing to record in the register since the last meeting.
- b. The Secretary confirmed the Annual Report had been submitted. There had only been one minor RFI¹ concerning promulgation of policies, which he had answered, apparently to HEFCE's satisfaction.

17 Review of PREVENT incidents

- a. There had been no PREVENT-related incidents since the last meeting.
- b. Since 1st August 2017, there had been 25 notifications of meetings with external speakers. None had required referral to the Committee.

18 Review of PREVENT Training

- a. After some discussion it was agreed that those fellows who required PREVENT training in accordance with the training policy published on the College's website should, unless a more suitable training package became available, complete the Home Office on-line package every three years. The Secretary undertook to amend the policy for clarity and his Secretary would

¹ RFI: Request for Further Information.

continue to maintain training records.

- b. The Secretary informed the Committee that staff would now receive regular 'top-up' training as part of their Annual Bonus requirements.

19 Main agenda item – review of Risk Assessments

- a. The Secretary presented PC(18)01, a list of the College Risk Assessments (RAs). After a discussion the following was decided:
 - (1) the RAs would be placed somewhere (either on-line or in a shared drive) so that all Committee members could access them. Access to the directory would, for obvious reasons, need to be limited. The Secretary would discuss and implement technical solutions with the College IT manager;
 - (2) the RA titles would be amended to make them clearer and more 'user friendly';
 - (3) 'RA 4 – College demographics' and 'RA 5 – Freedom of Speech' would be circulated with these minutes for a more detailed review and discussion at the next meeting;
 - (4) the Secretary would develop an RA for situations such as the leaflet drop recording in Minute 6b(1);
 - (5) these and subsequent minute were required as an auditable record of review and, when required, amendment of and addition to the RA database.

20 Comments on risk assessments, policies and HEFCE report not already covered

No comments were raised.

21 Any other business

No other matters were raised for discussion.

22 Date of Next Meeting

Wednesday 23rd May 2018 at 6.00pm in the Old Library.

Signed:

Dated: