

PREVENT COMMITTEE

Minutes of the 7th Meeting of the Prevent Committee held on 23rd May 2018.

Present: Professor M Jones (Chair); Dr D Needham (Dean); Mr Luis Nobre (DCSA); Mr J Dix (Bursar and Secretary).

Apologies: Mr Derek Scott (Head Porter)

23 Declarations of Interest

There were no declarations of interest.

24 Minutes of the previous meeting

The minutes of the previous meeting were agreed and signed.

25 Specific Business from the Chair

The Vice-Master noted that since the last meeting the Domestic Bursar had left the College and that the Bursar would *pro tem* be assisting this Committee in its work.

The Bursar advised the Vice-Master that the Master had received a letter from the Chief Executive of HEFCE dated 16 March 2018 following receipt of the College's annual Prevent report. The letter concluded that the information provided by the College had demonstrated sufficient evidence of due regard to the Prevent duty". It was noted that responsibility for monitoring Prevent would pass this year from HEFCE to the Office for Students. The Vice-Master suggested the letter be circulated to the Committee for information

26 Minutes of the Previous Meeting

Minute 18a. The Bursar undertook to check the policy for the amendment requested.

Minute 19a(3). The Bursar undertook to recirculate RA4 and RA5.

Minute 19a(4). The Committee suggested that the Bursar seeks to obtain a template from another college to assist in producing a risk assessment for leaflet drops.

27 Review of PREVENT incidents

The Dean reported that there had been no PREVENT- related incidents since the last meeting. The Bursar reported that he had had the same confirmation from the Head Porter for report at the meeting.

Since February 2018, there had been 12 notifications of meetings with external speakers. None had required referral to the Committee.

The Bursar produced a copy of a communication to the Master consisting of an Easter wishes card and a lengthy and very obscure handwritten letter. The original had been received in College but had been passed to St John's College who are seeking to investigate as it appears

that they might have CCTV images of the person who delivered a very similar letter in St John's. It seems that many similar letters were sent. The terms of the letter give rise to concern for the well-being of the author, but as it was anonymous the College is not in any position to follow this up. The Bursar confirmed that the College's CCTV provision was being improved to support and reassure staff in their work, although it was not considered that this incident involved any threat or danger.

28 Review of PREVENT Training

The Bursar confirmed that staff are shortly to be emailed in connection with undertaking further PREVENT training using a University online training package, and that take-up of the training would be monitored in College.

Two members of staff had recently attended mental health awareness training and options for further such training were being discussed with the HR Manager following a meeting with ACAS and the University Counselling Service. Such training was considered necessary in any event, but would be helpful in reinforcing PREVENT training.

29 Main agenda item – review of Risk Assessments

In view of the departure of the Domestic Bursar, the Vice-Master and Bursar agreed that they would undertake a review of the current state of policies and risk assessments, and confirm to the Committee in due course that this had been done.

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

No comments were raised.

31 Any other business

No other matters were raised for discussion.

32 Date of Next Meeting

The date of the next scheduled meeting would appear on the College calendar to be issued shortly.

Signed:

Dated: