UCL PREVENT NETWORK MEETING
Tuesday 27th October 2015
Room 803, 1-19 Torrington Place

MINUTES

Present: Andy Saffery (AS) (Convenor), Charlotte Bradley (CB), Danielle Cleak (DC), Oliver Curran (OC), Kati Kaarlehto (KK), Lina Kamenova (LK), Bridget Kenyon (BK), Denise Long (DL), Amina Lunat (AL), Fiona McClement (FM), Mohammed Ali Mumtaz (MM), Mitesh Vagadia (MV), David Walmsley (DW).

Apologies: Michael Clarke (MC), Alex Daybank (AD), Barry Keane (BK), Julie Long (JL), Ruth Siddall (RS).

Minutes of 19 March 2015 to be approved

1. Had been amended to incorporate comments from Hajera Begum (UCLU Black and Minority Ethnic Students’ Officer) regarding room bookings (paragraph 2, page 3), I.T. policies (paragraph 4, page 3) and training (paragraph 1, page 4).

2. OC was in attendance.

Matters arising

1. Membership has changed slightly since the last meeting with the recruitment of new UCLU officers, AL and MM, as well as the Acting Head of Equalities and Diversities, FM. As such, a new membership list has been circulated as part of the paperwork for the meeting.

2. Recommendations were invited for representation from those areas not covered by the current membership.

Update from Chair

1. The Prevent Duty legislation came into effect on 18 September 2015. Although now a statutory requirement AS reminded the Network that UCL’s approach would be light touch and based around its current safeguarding arrangements and other relevant existing policies and procedures, rather than through the creation of new or additional procedures except where absolutely necessary. The approach would also be as transparent as possible and include a dedicated public web site.

HEFCE Consultation Exercise

2. There would be a two-phased assessment comprising a self-assessment to be completed in January 2016 and a formal submission of supporting
documentation by 1 April 2016, requiring HEIs to demonstrate a risk-based and proportionate approach to Prevent, supported by robust and active policies.

3. The latter would need to include a risk assessment, action plan and clear processes for setting out arrangements on, for example, staff training, sharing of information and engagement with students.

4. The annual report thereafter would also need to include a summary of related activities and a report on ‘serious’ incidents. Issues of non-compliance would need to be addressed within a two-month window.

5. There will be a five-year review and feedback given on good practice.

Preparations for Phase 1 and Phase 2

1. It would be helpful if either hard copies or links to existing policies and procedures could be submitted to AS on or before 10 November 2015.

2. UCLU was currently in the process of updating their policy on external speakers. This would entail a number of events in November 2015 as part of the consultation process with approval by UCLU Council in December 2015.

3. In respect of 2. above it was noted that UCLU was not engaging formally with UCL but were attending meetings to ensure that the student voice was heard and student well-being safeguarded. UCLU’s presence at meetings of the Prevent network did therefore not alter the official position of not engaging with the Government’s prevent strategy.

4. UCL’s external room booking policy was raised as an area of concern. OC mentioned that he had received a call from the police recently regarding their concerns over the current external booking system at the IoE. Gary Pearson and Michael Clarke were identified as appropriate members to escalate this. Given the above it was agreed that it could be appropriate to have someone from the IoE join the Prevent Network and it was suggested that Kay Jones be approached to fill this role.

5. DL also suggested that someone from Communications and Marketing (CAM) should be consulted.

Institutional Prevent Action Plan 2015-16

1. The template for the draft Action Plan had been provided by the local Prevent coordinator in Camden and therefore would need to be adapted for the purposes of UCL. Policies and procedures should be listed in the appendix for reference. ‘Areas of risk’ needed to correspond with HEFCE topics, and ‘actions to be taken’ and ‘outcome’ both needed to be set out in the corresponding action plan.
2. Welfare and Chaplaincy – A ‘Quiet Consultation Group’, chaired by Wendy Appleby (Registrar), had been set up and would be asked to provide comments.

3. Partnerships – OC had been informed that a dedicated Police Prevent liaison officer should be assigned to UCL by January 2015.

4. External Speakers and Events – It was agreed that contact should be made with Michael Walker (IoE), Gary Pearson and CAM.

5. Engagement with Students – The UCLU Code of Conduct was available online. Campus activities would be covered by the upcoming debates within UCLU. The outcome would be engagement with UCLU policies and procedures.

6. Information Technology – DL suggested involving CAM. AS raised the level of awareness regarding the use of social media. It was noted that although some advice was provided to students on courses that led to professional qualifications, it may generally be something to look into separately. It was noted that awareness training should be supplied consistently and centrally. The terms of use supplied online are fairly robust. It was agreed that BK would take ownership of this section of the Action Plan.

7. Student Research – AS would identify an appropriate point of contact. M.

8. Information Sharing – This was a particularly sensitive and critical area which interacts with data protection, human rights, and freedom of information. It was noted that the website was already very explicit regarding existing policies and procedures. This area of responsibility rested with Alex Daybank.

9. Reputation and Brand – to be taken up with CAM.

10. Awareness Training – Utilise the Departmental Administrator Forum and use this to cascade information to Departments from there. It was suggested to make a ten-minute training video to tackle the subject from different angles. Thought needs to be given to the appropriateness of who receives training, as well as what type of training they receive.

**Actions Agreed on Upon**

1. Respective areas of the Action Plan to be sent back to AS, with a list of relevant existing policies and procedures and comments by 10 November 2015.

**Next Meeting**

1. 16 November 2015, 2pm – 4pm. Location TBC.
2. Training session by Pinsent Masons (TBC).