

LSE PREVENT Group meeting

7 January 2016

3pm-4:30pm

1KW 3.01f

Chair: Robin Hoggard

Attending: Paul Thornbury, Jethro Perkins, Nona Buckley-Irvine, Michael Blackwell, Rachael Elliott, Hannah Bannister, Fiona Metcalfe

Secretary: Marta Gajewska

Apologies: Veronique Mizgailo, Alan Revel, Rachel Ward, Jim Walters

1. Welcome

- 1.1. RH updated Item 6 on the draft agenda to 'Training relevant staff and consulting students'.
- 1.2. Group agreed the updated agenda for the meeting;
- 1.3. The objective of the meeting was for the Group to agree on the preliminary self-assessment of compliance which needed to be signed by the Director and submitted to Hefce by 22 January 2016.
- 1.4. RH reminded the Group that Agenda Items 4 and 5 did not need to be submitted to Hefce at this stage, but RH would like to send these to the Director for assurance. They would in any case need to be submitted to Hefce in the next round, by 1 April 2016.
- 1.5. RH reported that Hefce had written to Vice-Chancellors on 6 January 2016 informing them about a PREVENT advisory group they had set up and introducing a dedicated contact person for LSE on PREVENT; RH confirmed he had made contact with her (Arlene Francis) and assured her the School is following the guidance.

2. Review of 28 October 2015 PREVENT Group meeting minutes

- 2.1. NBI noted that minute 5.9.2 did not specifically describe the incident that occurred and did not fully represent the discussion at the meeting. NBI asked for it to be changed to '*SK and AF confirmed that one member of academic staff had previously refused to teach students with Islamic-sounding names.*' NBI confirmed that the matter was subject to an internal investigation led by Professor Paul Kelly.
- 2.2. The Group agreed that minute 5.9.2 should be changed to: '*SK and AF confirmed that one member of academic staff had previously refused to teach students with Islamic-sounding names. This incident was subsequently subject to internal investigation.*'
- 2.3. MG to change minute 5.9.2.
- 2.4. The Group reported no more changes to the minutes.

3. The Group agreed the updated membership & ToR.

4. Draft preliminary self-assessment report for approval

- 4.1. RH reminded the Group that there was no scope to alter the questions on the report, as these were standardised by Hefce;
- 4.2. Hefce finalised its consultation period and amended the ranking to an A to E scale; RH noted that previously Hefce had focused excessively on documentation, but this had been toned down.
- 4.3. RH discussed Items D and E – still to be completed
 - 4.3.1. Pinsent Masons delivered a helpful training to some of the PREVENT Group members on 9 December; RH was considering whether to make it available to other staff;
- 4.4. Item J - Policies and procedures for approving LSE-branded events taking place off campus were not in place at the time of the meeting;
- 4.5. Item L – RH had had an initial discussion with Jim Walters regarding improving the guidance for the use of the Faith Centre;
- 4.6. Item M – JP confirmed that necessary changes had been made in IT policies and were approved by IT Committee; RH reported that he was also working on policy and guidance for students and staff carrying out legitimate research into sensitive issues such as terrorism.
 - 4.6.1. RH to share the Guidance with JP.
- 4.7. NBI queried Item N: 'Policies for engaging with students' unions and societies (which are not subject to the 'Prevent' duty, but are expected to cooperate with their institution). '
 - 4.7.1. RH confirmed that a policy for this was in place, as NBI was a member of the PREVENT Group and was attending its meetings.
- 4.8. FM noted Item I: 'Policies and procedures for approving external speakers and events on campus.' and enquired where she could find the relevant policies; RH directed FM to the intranet and listed relevant policies;
 - 4.8.1. MB asked whether these policies were restricted to the events organised by the School centrally, or events organised directly by Departments too.
 - 4.8.2. RH responded that the Code of Practice on Free Speech applied to all activities on campus including Department-organised events;
 - 4.8.3. RH agreed that this point needed clarification. RH noted that this would need raising internally and a new procedure for Head of Departments ought to be written; RH agreed to include this point in his internal note to the Director;
- 4.9. Group approved the report;
- 4.10. RH confirmed he was submitting the report for Director's attention on 9 January with no changes.

5. LSE PREVENT Action Plan

- 5.1. RH noted that the deadline for submission to Hefce was 1 April 2016.
- 5.2. RH invited the Group to give comments on the Plan and noted that the actions listed were his interpretation of Hefce's requirements.
- 5.3. JP enquired regarding Item 14; RH confirmed that was completed; JP asked whether the Social Media Policy should not be within the remit of Communications Division;

- 5.3.1.FM agreed that it was Communications Division's responsibility and that they were currently working on Social Media guidance for a different purpose; FM to take forward as appropriate;
- 5.4. RH pointed out that the School was only legally required to make references to PREVENT in the IT Policies. Other policies needed to be compliant but did not require explicit reference to PREVENT.
- 5.5. RH asked HB whether there was any update on the Deans review;
 - 5.5.1.HB suggested Deans should be taken off Item 12 of the document, but that her role should be kept on there. HB confirmed the role of Deans would be continuing and that there would be a consultation on which model to use, which would then need to be approved by the Academic Board; the process was expected to conclude by the end of the academic year.

6. Risk register

- 6.1. RH noted that GLPD was responsible for the risk register and therefore the PREVENT template was similar; RH invited comments from the Group;
- 6.2. MB suggested that the likelihood for items 2 and 6 should be the same;
 - 6.2.1.RH agreed that both items should have a likelihood of 1.
- 6.3. There were no more comments on the register and the Group would review it at the next meeting.

7. Training relevant staff and consulting students

- 7.1. RH asked the Group for ideas and proposals for these items;
- 7.2. RH suggested mass communication (email) to students highlighting the internal PREVENT website and RH as a point of contact;
- 7.3. NBI said that the SU were prepared to assist only if the scope of the communications would be to reassure and explain. NBI suggested a Town Hall meeting and not drawing too much attention to the issue, as it might encourage a culture of inappropriate surveillance and reporting. NBI suggested she could email the student body separately or as part of the Director's Update;
- 7.4. RH suggested that Pinsent Masons could hold a separate session for students as well as staff. RH noted that Pinsent Masons were keen on having small groups;
- 7.5. NBI confirmed that it would have been a small group of interested students;
- 7.6. RW suggested that 'training' would be better referred to as 'briefing';
- 7.7. JP confirmed a session with Pinsent Masons would be useful for IT staff; JP indicated there would not be more than 10 staff attending;
- 7.8. RW pointed out that halls of residence were booking out their spaces to external clients and that she and PT would identify a group of staff who deal with suppliers to attend the session;
- 7.9. RH to contact Pinsent Masons to discuss the cost of running around 6 sessions.
- 7.10. RH confirmed he still had not come across any better training or briefing available.

8. LSE Policies and procedures relevant to PREVENT Duty

- 8.1. Item 4 was noted as completed;
- 8.2. Item 8 was noted as needing addition of a procedure for Heads of Departments on running departmental events;
- 8.3. RH asked the Group to contact him with any further comments regarding the list;

9. No other business;

10. Another meeting of the Group to be scheduled by MG before the 1 April 2016 Hefce deadline.