

Dudley Prevent: Venue Hire Guidance

A guidance document to support the due diligence of Venue Hire within the Dudley Borough around countering extremism and terrorism

Dudley Council is making this document available to help keep our venues, events and communities safe.

The main focus of this guidance is to inform, advise and support council staff and staff from partner agencies.

We have also shared our practices and learning with the wider community.

Other organisations will often have their own safety and security practices and guidance to adhere to or develop. These may be sector specific and the senior leaders or trustees will be responsible for managing these processes, but this guidance may support that work and sector specific guidance.

Scope

This guidance applies to all Dudley Council premises where venues and room bookings are taken.

It gives guidelines to staff and managers on the process to be followed and the information and considerations needed before approving and confirming reservations.

The guidance also sets out how to effectively apply additional rules and conditions to mitigate and minimise potential risks.

Introduction

The government's statutory Prevent duty makes a mandatory requirement that Dudley Council makes sure publicly owned venues and resources do not provide a platform for extremists and are not used to disseminate extremist views.

Prevent is part of the government's counterterrorism strategy, designed to tackle the problem of terrorism, by preventing people from supporting terrorism or becoming involved in terrorism themselves.

Individuals and groups advocate or promote extreme views including hatred, divisions and the use of violence. They may also have the potential to create community tension, media attention and damage the reputation of Dudley council.

There are many varied ideologies that motivate people and groups, and Dudley council has to take care to find a balance that takes account of the right to free speech, human rights and equality such as under the Human Rights Act 1998; Article 10 of the European Convention on Human Rights and the Equality Act 2010.

Roles and Responsibilities

This guidance should help you to assess the potential for any risks that need to be managed when taking venue bookings for events or working with organisations using Dudley council resources.

It is important to note however, that it will not apply to all situations or events but provides a starting point to identify and address concerns when you're unsure about an organisation, group or individuals.

Your judgement is important. Use the forms further down in this guidance to help you to assess the risk and consider the options.



The decision to accept a room booking or support an activity and whether to take further action is your team's or organisation's responsibility.

To support fair and transparent decision making, you should seek, consider and record basic information.

More information will be provided for you further on in the guidance checklists sections.

Making decisions

It is important to document your decision making. Make sure that you store any information in line with the records management policy and data protection arrangements within your organisation.

Where an event or activity is to go ahead, consider making additional conditions to make sure that it is managed properly and make it clear that breaching these conditions could lead to cancellation.

For example:

Making an event or activity open to the public.

Mandatory attendance of people who can provide an alternative voice or narrative to ensure fairness of debates etc.

Giving guidelines, regarding language used.

Giving guidance on topics that will not be tolerated.

Insisting on an independent chair or impartial observer.

Restricting alcohol or other products.

Asking speakers to provide copies of their presentation in advance and seek agreement that they will not deviate from them.

Restricting items such as banners, placards, leaflets or electronic displays.

Consider requesting that an event is recorded in case of future complaints.

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Venue's not owned by Dudley Council

In relation to non-local authority owned premises there are a number of issues to consider:

- **Health and safety considerations:** Some events can attract significant attendance with the potential for disorder outside the premises and health and safety implications for the staff. Dudley Council can help your organisation to assess the risk and advise private venues accordingly.
- **Regulations:** A range of regulations are relevant to events (for example licensing, environmental health, noise pollution) and discussions should be had to look at whether an event conforms to the relevant regulations.
- **Reputation:** Venue owners may want to be made aware if there are concerns about a radicalising influencer using a private venue for an event in view of the potential reputational impact on the venue.
- **Charities:** Trustees have specific duties under charity law which are relevant to the protection of their institutions. The Charity Commission has a variety of guidance available for trustees, including chapter five of the Compliance Toolkit 'Protecting Charities from abuse for extremist purposes'.



This policy should be used in accordance with all statutory guidance policies and procedures.

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Name of Event

Name and contact details for person responsible for event/activity

What type of event/activity is it?

How many people will be attending?

How is attendance /involvement being managed?

- ☐ Invite only
- ☐ Open invite – Booking required
- ☐ Open invite – anyone can attend no booking required

Will the media be there? Yes ☐ | No ☐

Is the event/activity likely to be segregated? Yes ☐ | No ☐

Give details below of any key contacts, main organisers or any speakers, including organisation/group/ charity they represent and include:

Name

Role

Organisation

Phone Number

Email address

Please provide contact details for a venue/location previously used by the individuals/group/organisation (Also advise them that you may contact this venue).

Do you feel that further information and research is required for this event / activity?
Yes ☐ | No ☐

If yes, please continue to complete part B.

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1. Check the list of [proscribed organisations](#). This is a list of **banned organisations under UK law**. If the organisation is listed as proscribed do not proceed. Contact DMBC Prevent lead mark.wilson@dudley.gov.uk and **consider informing the police**.

2. If concerns are raised but the organisation is not proscribed, conduct an internet search to research the organisation, topic or speakers. Log your findings of the internet search and the date of the search in the box below.

3. If a charity, check and record if it is registered on the Charity Commission website. Record Yes ☐ | No ☐

4. **Are there concerns that this could contravene Dudley Council policies or values or breach UK law**, The Human Rights Act 1998 and The Equality Act 2010? Record Yes ☐ | No ☐

5. **Is there a chance this could cause community tension or impact on community cohesion and community relations?**

Record Yes ☐ | No ☐ add any further details below

6. Is there a chance that an event or activity could attract counter protest groups?

Record Yes ☐ | No ☐ add any further details below

7. Is there a risk to Dudley Council's reputation?

Record Yes ☐ | No ☐ add any further details below

8. Are there any health and safety considerations that need to be addressed, or will security services be required?

Record Yes ☐ | No ☐ add any further details below

9. Please record any additional comments (including, where applicable, any mitigating circumstances that may impact on the level of risk)

Impact
assessment
score
(1 low risk 3 high risk)
1 ☐ 2 ☐ 3 ☐

1 ☐ 2 ☐ 3 ☐

1 ☐ 2 ☐ 3 ☐

1 ☐ 2 ☐ 3 ☐

1 ☐ 2 ☐ 3 ☐

1 ☐ 2 ☐ 3 ☐

1 ☐ 2 ☐ 3 ☐

1 ☐ 2 ☐ 3 ☐

Add up the numbers for each score 1 = Low, 2 = Medium and 3 = High.

The red, amber and green categories will help you to assess any risks.

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Assessment of the Risks

Total score of 7 or under = Green (low / no risk)

Continue with your booking or activity. If anything changes, you might want to review the booking and complete a further assessment.

Total score of 8 to 14 = Amber (medium risk)

Discuss with your line manager and consider contacting Prevent Lead, Mark Wilson
mark.wilson@dudley.gov.uk.

Please be aware that this may need to be raised with West Midlands Police's Dudley Prevent Team for advice. This is advised before you confirm any event booking. If you decide to go ahead, make sure you have the right management arrangements in place to react, manage and log any situations that could lead to reports of breaches in the Human Rights 1998 and Equality Act 2010; including the potential for disorder. If anything changes, you might want to review the booking and complete a further RAG assessment.

Total score of 15 to 21 = Red (high risk)

Discuss with your line manager and contact Dudley Council Prevent Lead, Mark Wilson
mark.wilson@dudley.gov.uk.

This is likely to be raised with West Midlands Police's Dudley Prevent Team for advice. This is advised before you confirm any event booking.