

### **Audit Committee Meeting**

4.00 - 6.00 pm on Thursday, 9 November 2017  
in 1B16 - Technopark, SE1 6LN

### **Agenda**

<i>No.</i>	<i>Time</i>	<i>Item</i>	<i>Pages</i>	<i>Presenter</i>
8.		Prevent annual return (to recommend to the Board)	3 - 14	ES

**Date of next meeting**  
**4.00 pm on Thursday, 8 February 2018**

Members: Steve Balmont (Chair), Shachi Blakemore, Duncan Brown, Mee Ling Ng and Roy Waight

In attendance David Phoenix, Natalie Ferer, Richard Flatman, James Stevenson, Michael Broadway, Justin Martin, Lucy Gresswell, Fleur Nieboer, Jack Stapleton, Mandy Eddolls, Shân Wareing and Ed Spacey

Apologies

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# Agenda Item 8

	CONFIDENTIAL
Paper title:	Prevent Annual Report
Board/Committee	Audit Committee
Date of meeting:	9 November 2017
Author:	Ian Mehrtens, Dr. Markos Koumaditis and Ed Spacey
Purpose:	To provide a report to be used for the HEFCE Annual Prevent Return
Recommendation:	Audit Committee is requested to recommend the annual report to the Board

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## Prevent Annual Report

### **1.0 Background and Purpose**

- 1.1 To provide an annual report on the implementation of the “Prevent Duty”. The “Prevent Duty” is the responsibility to stop people being drawn into terrorism.
- 1.2 The monitoring framework requires the University to submit an annual return to the Higher Education Funding Council for England (HEFCE) by **1 December 2017**. The report covers the period of the last academic year and developments to date.

### **2.0 Previous evaluation and summary of key developments**

London South Bank University has:

- received the full compliance category outcome (highest level) from the HEFCE Annual Report of 1 December 2016. HEFCE did not highlight any areas for development or concern in their January 2017 outcome letter;
- featured in HEFCEs own Annual Report as a case study of good practice on “Prevent”;
- continued to play an active role in the London Region Higher Education Prevent Network Group;
- been identified by HEFCE to work with the Foreign Office on an international model of Prevent;
- been selected by HEFCE to attend meetings with the Department for Education to advise on Prevent and Extremism.

### **3.0 HEFCE Required Statement of Assurance**

#### Recommendation

**The Board of Governors approves the Annual Report and confirms the statement overleaf.**

Throughout the academic year and up to the date of approval, London South Bank University:

- has had due regard to the need to prevent people being drawn into terrorism (the Prevent duty)
- has provided to HEFCE all required information about its implementation of the Prevent duty
- has reported to HEFCE in a timely way all serious issues related to the Prevent duty, or now attaches any reports that should have been made, with an explanation of why they were not submitted.

Note that there have not been any serious reportable incidents to HEFCE.

#### **4.0 Senior management governance and partnership working**

- 4.1 The Vice Chancellor is fully engaged with the approach to Prevent and the Chief Operating Officer is Executive Lead. Governance arrangements and postholders remain the same as the information previously supplied to HEFCE, in the December 2016 return.
- 4.2 The Chief Operating Officer chairs an overarching Safeguarding Committee, as reported in the last annual return. The Safeguarding Committee structure comprises wider senior management including the Dean of School level.
- 4.3 The Director of Student Support and Employment is a member of the Safeguarding Committee, and this further emphasises Prevent is an integral part of safeguarding and welfare.
- 4.4 The structure is continuously reviewed and tested. An example includes the Safeguarding Committee discussing if a combined adult/child protection sub group should be separated into 2 sub groups to improve workflow. (Safeguarding Committee Meeting August 2017).
- 4.5 The Chair of the Board of Governors remains the designated Health Safety and Wellbeing Sponsor. Safeguarding and Prevent is managed by the Head of Health, Safety and Resilience.
- 4.6 The 2016/17 Annual Health Safety and Wellbeing Report to the Executive and Board of Governors is required to include more general developments on Prevent. This is in addition to the Board of Governors receiving and approving the formal Annual Prevent Return, for submission to HEFCE.
- 4.7 A new requirement was introduced and implemented for Prevent to feature in reports made three times per year to the Health and Safety Joint Committee

(meetings in February, June and October). This meeting is jointly chaired by the Executive Director of HR and a senior trade union official. Attendance includes the Chief Operating Officer, President of the Student Union and a range of senior managers and staff from across the organisation. This further helps engagement and awareness.

- 4.8 The Head of Health Safety and Resilience has contact with Southwark Local Authority in relation to Prevent. He also continues to chair the London Regional Higher Education Prevent Training Sub Group, and regularly attends the London Regional Higher Education Prevent Network.
- 4.9 The Head of Health Safety and Resilience was nominated by HEFCE and London Prevent Co-ordinators to work with the Foreign Office on an international model of Prevent. Meetings took place, training materials were supplied to the Foreign Office and advice was provided. An ongoing working relationship was established. The Head of Health Safety and Resilience was offered the opportunity to travel to Bangladesh with the Foreign Office in November 2017.
- 4.10 There is an ongoing good working relationship established with Prevent Coordinators and Police Prevent leads. London South Bank University has requested a Prevent Co-ordinator to deliver refresher/awareness training to the Board of Governors. This supplements previous awareness training, delivered by the Head of Health Safety and Resilience.
- 4.11 The Head of Health Safety and Resilience has been recently selected and nominated by HEFCE to attend consultation meetings with the Department for Education (DfE) on Prevent and Extremism. The first meeting took place in October 2017. These meetings will be used by the DfE to provide wider advice to the new Government Extremism Committee, being formed by the Prime Minister.
- 4.12 London South Bank University works in partnership with HEFCE, and invites the HEFCE Prevent Lead to meetings to demonstrate and evidence its approach e.g. meeting of 30 October 2017 chaired by the Chief Operating Officer, and attended by Michael Clark, HEFCE Prevent Lead for London and the South East.

## **5.0 Safeguarding Policy, Risk Assessment, Action Plan and External Speakers Policy**

- 5.1 The University has a fully approved Safeguarding Policy including Prevent, which has continued to be promoted and widely advertised, throughout the last academic year and to date.

Forms of dissemination are continuously reviewed and include:

- Discussion at Deans Meetings and promotion by the Dean of the School of Law;

- Emails from Executive Members to all staff;
- “Yammer” internal staff social networking facility;
- Induction Meetings;
- School Executive Administrator Forum discussions;
- Training;
- Using internal communications channels;
- Universe staff magazine;
- Intranet;
- Cascade meetings;
- Face to face discussions.

- 5.2 The Safeguarding Policy contains a Prevent Risk Assessment, Action Plan and External Speakers Policy. Evidence of the original documents was previously submitted to HEFCE as part of our April 2016 return. They were also fully audited by our internal auditors PWC as previously reported. Minor changes were made in the 2016 review.
- 5.3 The Safeguarding Committee, chaired by the Chief Operating Officer, is responsible for the regular review and update of all of the above documents.
- 5.4 The Safeguarding Policy, Prevent Action Plan, Risk Assessment and External Speakers Policy have been further reviewed in November 2017.
- 5.5 The Student Union Events Officer, our Head of Equalities Diversity and Inclusion, and representatives from Academic Schools have been directly engaged in the process of reviewing our documentation. This enables us to ensure both fitness for purpose, and greater ownership and engagement.
- 5.6 An example of a change resulting from ongoing review relates to our system for dealing with External Speaker requests. The original manual hard copy form system was effective, but could be made more efficient by having an electronic process.
- 5.7 A new electronic recording system was designed in house and successfully implemented. This maintains the same approval standards as the paper system, but is less time consuming to complete. In addition the Security and Reception Services Manager has full access to all information on the system, for monitoring purposes.



## **6.0 Referrals**

- 6.1 There have been no referrals to Channel during 2016 to date, nor were there any in the previous annual report. Channel is a multi-agency intervention panel.
- 6.2 Over the last year 2016/17 there were 6 occasions where potential prevent issues were raised internally for consideration under our policy.
- 6.3 3 did not fit the remit of Prevent, or require, further escalation.
- 6.4 The remaining 3 required advice from the Police Prevent Lead /Local Prevent Co-ordinator.
- 6.5 In each case where advice was sought, no further action was necessary.
- 6.6 Two of the three issues related to Students and one to a visiting Alumni Student. Of the three instances, a professional services staff member reported one, a lecturer another, and a visiting Alumni Student the other.
- 6.7 Each referral is then used to further test and evaluate the effectiveness of our policy. The issue relating to the visiting alumni student was in connection with a web search. A more detailed screening process is now used to issue logins to alumni students.

## **7.0 External Speaker Requests**

- 7.1 288 external speaker requests have been received and processed since 2016 to date. No external speakers have been denied access or had applications rejected.
- 7.2 Since the last annual report, 4 events were considered for further investigation.
- One planned Social Work Conference did not supply an approved speaker request form. This was identified and raised prior to the event. The Lecturer immediately supplied full details, thus allowing the event to proceed.
  - One proposed student event did not contain a suitable balance of speakers. It was also flagged up in advance by a Student Union Society Officer. The event was cancelled by the Student Union, working in partnership with the University.
  - One conference involved a foreign policy. It was checked, speaker forms were provided, a balanced programme scheduled, and the event went ahead.
  - One planned event organised by a trade union did not contain a suitable balance of speakers, or attendee pre-registration controls. The event was suspended, and the organiser given an opportunity to reschedule to meet policy requirements.

7.3 London South Bank University remains an active member of the London Regional Higher Education Prevent Network, whose terms of reference also specifically include sharing information about external speakers.

## **8.0 Training**

8.1 London South Bank University successfully developed its own fully auditable online training package, details of which were reported last year. This featured as a case study in HEFCE's own 2016 annual report.

8.2 Throughout 2016, information about the approach and detail of the training arrangements were shared at meetings of the London Region Higher Education Prevent Network, and in day to day discussions with other institutions. Where other organisations expressed interest in the approach, information was provided and meetings took place.

8.3 Recently in October 2017, the Head of Health Safety and Resilience was invited as a speaker at a Westminster Forum Conference Event on Prevent. This was also attended by a number of institutions, HEFCE and the Foreign Office.

8.4 The Safeguarding Committee oversees Prevent training quality, timetables and completion data.

8.5 One example of continuous development is that Prevent training data is now also included in quarterly dashboard training updates distributed to the Operations Board. This highlights the importance of compliance and directly links to operational management overview.

8.6 Since September 2016, a further 214 staff have successfully undertaken online training. The content has been reviewed but has not significantly changed since the initial launch, as feedback and ease of practical application was positive.

8.7 In addition more detailed face to face training has been carried out for an additional 83 staff.

8.8 The above figures bring the total number of people trained since the outset of the Prevent Duty to 1393 (77% of staff). This will be further increased by a planned internal communications campaign, further data monitoring and regular reporting to senior management.

8.9 The new Leadership Foundation training material will be used as a cross reference, but not a direct replacement for the tried and tested content already in place.

8.10 Plans for 2017/18 include raising the profile of Safeguarding including Prevent by adding further extra information to joining literature for new staff.

## **9.0 The Press and media**

- 9.1 In early 2017, The Head of Health Safety and Resilience was selected by HEFCE to be on a list of their contacts to provide positive media comments re Prevent. This would be enacted if HEFCE needed information to balance negative media articles about the sector. To date this has not been required.
- 9.2 London South Bank University featured in the Guardian and Evening Standard in 2017 for raising prevent awareness amongst Cleaners and Security Staff. This directly followed the publication of the HEFCE annual report case study.
- 9.3 The university communications team pro-actively monitored this coverage, which was published without input. The Head of Health Safety and Resilience and HEFCE Prevent Lead worked in partnership effectively together, and had a positive discussion regarding the approach to the article.

## **10.0 Committee structure**

- 10.1 The previous annual report outlined a range of sub committees working under the main Safeguarding Committee. These remain in place and actively engaged. The only change has been to the combined adult/child protection sub group – see paragraph 4.4.

## **11.0 Research**

- 11.1 There have not been any academic requests to legitimately research any terrorist related information or material during the period of this annual report.
- 11.2 The previous annual report to HEFCE fully set out how any such requests would be considered via the ethics committee.

## **12.0 Student Union**

- 12.1 There is a very positive working relationship between London South Bank University and the Student Union, as referenced in the previous annual report to HEFCE. This relationship continues to grow.
- 12.2 Examples of an established and positive relationship include:
- Evidence of knowledge and practical application of the external speaker process A Student Union Officer flagged an events issue (paragraph 7.2), worked with the University and actively supported and facilitated the event cancellation;
  - Inclusive participation and decision making

The Student Union Events Lead is a proactive member of the working group which reviews the Safeguarding Policy, Prevent Risk Assessment, Action Plan, and External Speaker Policy;

- Joint working

As part of the agreed engagement plan for 2017/18, the Head of Health Safety and Resilience will be working together with the Student Union to promote Safeguarding including Prevent. This will include meetings with a range of Student Union Society Officers, and promoting jointly designed literature.

12.3 Welfare provision for Students has been further enhanced throughout 2016/17. The links between low levels of student wellbeing and increased potential to be drawn into radicalisation or terrorism has been recognised.

12.4 Increased support for students who may be vulnerable, isolated or have mental health issues has been improved by the new introduction of “Silvercloud” online counselling and support services. This is in addition to face to face support from the Student Wellbeing Team.

12.5 The Chief Operating Officer and Head of Health Safety and Resilience both still continue to regularly and independently meet with the Chief Executive of the Student Union and the President of the Student Union. This ensures the voice of the Student is reflected in our approach. Robust arrangements for directly engaging the Student Union and Societies are fully in place.

### **13.0 HEFCE Catalyst Funding relating to Safeguarding**

13.1 The Head of Health Safety and Resilience has proactively led bids for 2 HEFCE funding projects where there is potential to improve student welfare, and reduce the likelihood of students being drawn into vulnerable situations. Both included multi agency partnership working.

13.2 London South Bank University successfully gained £43,000 of matched funding for its “Stand Up, Speak Out” Project. This project is to protect against sexual assault and exploitation.

13.3 London South Bank University successfully gained £49,000 of matched funding for its “Stop the Hate Trait” Project . This is to protect against hate crime and online exploitation, as well as creating a safe reporting haven.

### **14.0 Freedom of Information Requests**

14.1 During the course of this reporting period, there has been an increase in the volume of Freedom of Information Requests relating to Prevent. These require sensitive

handling. London South Bank University would welcome further sector guidance from HEFCE.

- 14.2 Where requests are made by one Higher Education institution to another, it would seem more appropriate for requestors to liaise with the Area Prevent Network Group. This would facilitate more effective partnership working across the sector.

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