

## Standard operating procedure Hire of Rooms

### ***Standard operating procedure to be followed by staff member taking a room booking from a person external to the CCG***

In 2011, the Government set out the 'Prevent' strategy to tackle violent extremism of all kinds, as well as some aspects of non-violent extremism. Prevent is part of the Government's counter-terrorism strategy, and is ultimately about safeguarding people and communities from the threat of terrorism. Since 2015, the CCG has had a statutory duty to "have due regard to the need to prevent people from being drawn into terrorism". For more detail, please read the CCG Prevent Policy

<https://devonccg.nhs.uk/about-us/safeguarding>

To ensure the CCG is compliant with statutory duties, amongst others, the CCG is required to ensure that its premises are not used by extremists.

The CCG will make available their meeting rooms to staff, partner organisations and for official Council business free of charge and subject to corporate needs may make the rooms available to other organisations and the public for a charge.

The CCG will not permit its accommodation to be let:

- For political rallies or demonstrations
- For purposes which are illegal i.e. be they forbidden by law or unauthorised by official or accepted rules
- For functions attended by people whose presence may cause civil unrest or division within the community
- To an organisation or individual which has been banned by law.

The CCG also reserve the right to cancel any booking where it considers:

1. that such events may be contrary to the interest of the general public or contrary to any law or act of Parliament. Any bookings will also be subject to consideration from the police to ensure the safety of the community and staff is assessed against the request for a venue booking.
2. the users of the premises may do something that may cause or pose a risk of loss, damage or significant expense to the CCG or harm the reputation of the CCG

The CCG will ensure that the application of any part of this process does not discriminate directly or indirectly against anyone on the grounds of race, disability, sex, gender reassignment, sexual orientation, religion or belief, age, marriage or civil partnership.



Each Business Manager is responsible for setting the terms of hire and booking arrangements.

Staff who are responsible for the hiring of any CCG owned premises/rooms should complete the Home Office online E-Learning Module level 3 on Prevent available via ESR

Staff should ensure that there is appropriate consideration of inadvertently supporting extremism when engaging outside speakers.

When booking a room for an outside speaker, the following questions will assist staff in determining whether a booking is considered controversial or there is any risk associated with the booking:

1. Establish what the venue will be used for and what type of event the customer is wishing to hold.
2. Is the name given linked to any community group or organisation?
3. Request a copy of the programme details and names of any speakers.
4. Request all contact details (address, mobile, home and business contact number).
5. If the customer is not a local resident, establish why they are holding an event in this area.
6. Ask the customer if they have used any other venues in the country, if so contact the previous venue(s) to establish what the event was.

If you are concerned with the answers provided by the customer, speak to your manager. If the manager deems it appropriate they will cross reference the booking details provided with the web links and contacts below, or ask you to do so (in the order listed):

1. Inform the Corporate Services Manager
  2. Check the government list of proscribed organisations  
<https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2>  
(provides a list of all known terrorist groups within UK and Ireland).
  3. Contact the CCG Prevent Lead : [d-ccg.safeadults@nhs.net](mailto:d-ccg.safeadults@nhs.net) Tel:01803 396350
  4. Contact Devon and Cornwall Police Prevent Team:  
Email: [prevent@devonandcornwall.pnn.police.uk](mailto:prevent@devonandcornwall.pnn.police.uk) Tel: 101 The Prevent lead may support you in this or make the referral.
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