

RESPONSIBLE EVENT BOOKING GUIDANCE

UK Terrorism

The current threat from international terrorism in the UK, as highlighted by MI5 Security Service on the 4th November 2019, is classed as substantial which means an attack is likely. This judgement is dynamic and so threat levels increase and

decrease in regards to available intelligence, terrorist intentions and possible timescales. Prior to been recently downgraded the threat has been at a severe or critical levels since August 2014.

Groups that can be responsible for terrorist activities are diverse including extreme far-right, extreme left wing, ISIS and Al-Qaeda inspired terrorism, to name a few. All of these groups share a commonality that they share a desire to bring about Political change through the use of violence, intimidation and criminality, rather than through acts of legitimate activism.

Between the years 2017-2019 groups such as those named above have plotted a number of attacks and the police and security intelligence services have foiled a total of 22 plots. Nevertheless, the police and security intelligence services recognise that they will not be able to stop every attack especially as more terrorist are acting as 'lone actors' and are moving away from complex terrorist methods and toward simple methods that can be developed with ease and at speed.

How can you help to fight terrorism?

Asking how you can help to fight terrorism can seem like a rather strange question. After all terrorism, at least how we often see it, is in the act of terror itself, with images of 911 or the Christchurch terror attack coming to mind-events that appear random and unstoppable. Nevertheless, well before these acts take place, terrorism has its roots in all of our communities and often starts with the exploitation of vulnerable individuals and the spreading of propaganda.

Considering this, and your role of providing a venue for meetings and events, it is always prudent to consider the purpose of events/meetings and whether they could lead to issues around radicalisation and terrorism. In following the guidance and method shown below it is the hoped that not only can we safeguard the reputation of your organisation but we can prevent vulnerable people being exploited and prevent possible terror attacks.

ABOUT THIS GUIDANCE

This guidance document is designed to be a practical guide to support you in your role as facilities manager (or similar) when taking bookings for events and assessing whether there are any associated risks that would need to be identified and managed BEFORE you confirm an event booking at your venue. The principles of

the guidance can also be applied to other decision making processes such as those for commissioning and contracting services to third party organisations / groups.

The decision with regards to *who* at your venue should complete this guidance document is your responsibility.

The guidance can be completed electronically or on paper.

This guidance will not apply to all events, but provides a helpful start to doing something if you have concerns or are unsure about a group or individuals' wishing to use your venue – Your judgement on such events is important.

The decision with regards to *when* to complete this guidance document is your responsibility. We advise that if you take the decision to complete the guidance document the booking is not confirmed until you have reached a decision based on your findings.

This guidance document should be used alongside your existing policies and procedures for booking events and speakers.

You may not have all the information required to complete the booking guidance when you first receive a request to use your venue and you may need to contact the requestor for further information. Should you receive requests to use your venue at short notice and wish to discuss any issues/concerns you may have, please refer to the key contacts listed at the end of this document.

The decisions regarding whether to accept a booking and take any further action is *your* responsibility. In order to allow fair and transparent decision making, basic information should be obtained and considered when booking events.

Not all these things will apply to all events and it will become apparent very quickly that many events will not cause any concerns whatsoever.

This guidance has been broken down into four key areas for you to consider when reserving and booking an event at your venue:

- 1) Booking an event – Who wants to use your venue?
- 2) Wider considerations and research
- 3) Decision making
- 4) Useful contacts

Section 1: RESPONSIBLE BOOKING TEMPLATE

Booking an event – Who wants to use your venue? This information should be collected at the point of enquiry from organisations or individuals requesting to book your venue.

Name of event					
Date of event:		Time of event:		Is this a repeat booking?	YES/NO
Name and contact details for person requesting the booking (inc. org. / group / charity they represent):					
Event type e.g. engagement, conference, fundraiser, consultation, meeting:			Approximate number of people attending		
How is attendance at the event being arranged? (Tick relevant box)		Invite only <input type="checkbox"/>	Open invite however attendees will need to book onto the event <input type="checkbox"/>	Open invite- Open to members of the public <input type="checkbox"/>	
How is the event being advertised? (word of mouth, social media, flyers, website etc):			Will the media be present? YES/NO	Is the event going to be segregated? YES/NO	
Name and contact details of main speaker (inc organisation / group / charity they represent):					
Name and contact details of all other speakers (inc organisation / group / charity they represent):					
Please provide the contact details for a venue you		Name:			

have held an event at previously (<i>Advise that you may contact</i>)	Tel number/ Email:
Is wider consideration and research required?	YES/NO (<i>If you have selected YES complete section 2 below</i>)

Section 2: WIDER CONSIDERATIONS AND RESEARCH

For each of the questions record your findings and using the impact assessment rating below assign a number based on the level of risk and/or likelihood.

Consideration	Findings / Further Action	Impact Assessment
		1 = low/no risk /low/no likelihood 2 = medium risk/medium likelihood 3 = high risk/high likelihood
1. If any concerns are raised consider checking the list of proscribed organisations. This is a list of banned organisations under UK law. https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2	If the organisation is listed as a proscribed organisation you should not proceed with the booking. Do not agree to the event as it is likely to breach the law. Contact the Community Safety team on a.slater@bury.gov.uk and consider informing the police.	
2. If concerns are raised but the organisation is not proscribed, consider conducting an open source internet search to research the organisation, topics or speakers to inform your decision making process. To ensure that your search is proportionate make sure that you consider all the information and it's credibility.	Log findings of your internet search below (inc date of search)	1 2 3
RESTRICTED		
3. If <u>a charity</u> is booking the event, you can check if it is registered on the Charity Commission website	YES / NO	1 2 3

<https://www.gov.uk/government/organisations/charity-commission>

4. Are there concerns that this event could contradict the Bury Values, fall outside your organisations code of values, or breach UK law, the Human Rights Act 1998 and the Equality Act 2010?

YES / NO
Further action / detail:

1 2 3

5. In your opinion is there a chance this event could cause community tension or impact on community cohesion / relations?

YES / NO
Further action / detail:

1 2 3

RESTRICTED

6. Is there a chance that this event could attract counter protest groups?

YES / NO
Further action / detail:

1 2 3

7. Is there a risk to the facilities' reputation?	YES / NO Further action / detail:	1 2 3
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RESTRICTED

8. Are there Health and Safety issues to be addressed or security required?	YES / NO Further action / detail:	1 2 3
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TOTAL NUMBER (add up the numbers circled for each question)		
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OVERALL RAG ASSESSMENT See below (<i>e.g. total equals 11 therefore RAG assessment equals Amber – Medium Risk</i>)		
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RESTRICTED

Additional comments (including, where applicable any mitigating circumstances that may impact the level of risk)

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RAG Assessment:

<p>Total: 8</p> <p>Green – Low or no risk</p>	<p>Total: 9 – 14</p> <p>Amber – Medium Risk</p>	<p>Total: 15 – 21</p> <p>Red – High Risk</p>
<p>Proceed with your booking using your existing policies and procedures for booking events and speakers.</p> <p>If anything changes before the date of the event, you may wish to review the booking and complete a further RAG assessment</p>	<p>Consider making contact with your local Council's Community Safety Team, local neighbourhood policing team or Counter Terrorism North West for advice (see contacts below). This is advised before you confirm this event booking.</p> <p>If you decide to go ahead and confirm the booking for the event to be delivered from your venue, please ensure that you have the right event 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.</p> <p>If anything changes before the date of the event, you may wish to review the booking and complete a further RAG assessment.</p>	<p>Make contact with your local neighbourhood policing team or Counter Terrorism North West for advice before you make any decisions. Do not confirm the event booking (see contacts below).</p> <p>If anything changes before the date of the event, you may wish to review the booking and complete a further RAG assessment.</p>

Decision Making

- It is important to document your decision making and communicate this clearly.
- Ensure that you store any information in line with your venues' records management policy and your data protection arrangements.
- Make it clear that you reserve the right to refuse or cancel any booking, particularly where groups or individuals are dishonest with the information they provide.
- Ensure that the event is in line with the Community Values referred to in this guidance.
- Where an event is to proceed, consider additional conditions to ensure it is managed correctly and make it clear that breaching these conditions could lead to the cancellation of the event.

Such conditions could include:

- Making an event open to the public.
- Mandatory attendance of persons who can provide an alternative voice to ensure fair debate.
- Giving guidelines regarding language or topics that will not be tolerated.
- Insisting upon an independent chair person or observer.
- Restricting the sale of alcohol or other products.
- Asking speakers to provide copies of presentations in advance and agree not to deviate from this.
- Restricting what banners, placards, leaflets, electronic materials, etc are allowed at the event.
- Insisting that the event is recorded in case of future complaint.

Contact details

For further advice, contact:

Bury Council

- Community Safety Team e-mail: Prevent@bury.gov.uk

Counter Terrorism North West

- Andrew Webb Andrew.Webb@gmp.police.uk
- Or call 0161 856 6362

Greater Manchester Police

Please log onto <http://www.gmp.police.uk> and use the 'Find your local police' tab to find your local police phone and e-mail contact details. Alternatively ring GMP on our non-emergency number 101.

To report a Hate Crime – TruVision

You can report hate crime by:

- Calling Greater Manchester Police on 101
- Reporting online via the True Vision website www.report-it.org.uk (this can be done anonymously)
- If it is an emergency, calling the police on 999