



## **Venue Hire Policy**

To discharge duties placed upon the Council under the Counter-Terrorism and Security Act 2015 – s29 and section E paragraph 45 of the Guidance for specified authorities in England and Wales on the duty in the Counter Terrorism and Security Act 2015, to have due regard to the need to prevent people from being drawn into terrorism (Revised 16<sup>th</sup> July 2015)

The Chief Executive holds overall responsibility for ensuring there is clear guidance in place identifying suitable use of Council premises. The governing bodies of all schools within Neath Port Talbot are responsible for suitable use of school premises. This guidance will be reviewed periodically, as appropriate, within this policy.

Directors and Heads of Service will ensure that these guidelines are implemented within their areas of responsibility and make decisions on when to reject or cancel bookings of concern, ensuring these are reported to the Prevent Coordinator

Accountable managers are responsible for the day to day operation of this policy and all staff are responsible for adhering to the policy.

### **Purpose.**

Neath Port Talbot Council will not permit its accommodation to be let:

- For political rallies or demonstrations (this excludes all Local, National Assembly, Parliamentary and European Parliamentary election activities as outlined in s.95 and s.96 of the Representation of the People Act 1983 as amended or any other relevant legislation)
- 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 Council also reserves the right to cancel any booking where it considers:-

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

NPT Council is committed to creating a community which is safe and inclusive, where facilities and activities are available to diverse groups of people having access

to similar life opportunities, knowing their rights and responsibilities and where local institutions act fairly. To this purpose, no individuals or groups will be denied the opportunity for access to local authority managed properties unless there is a justifiable reason to do so within the spirit of this policy.

## **Procedural guidance**

### **Step 1**

The following questions will assist staff in determining whether a booking is considered controversial;

- i. Establish what the venue will be used for and what type of event the customer is wishing to hold at the community centre or other community facility
- ii. Establish whether the name given is linked to any community group or organisation
- iii. Request a copy of the programme details and names of any speakers.
- iv. Request all contact details of the organiser (address, mobile, home and business contact number).
- v. If the customer is not a local resident, establish why they are holding an event in this area.
- vi. 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.

### **Step 2**

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. <https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2>  
(This provides a list of all known terrorist groups within UK and Ireland).
2. Contact the NPTCBC Prevent Co-ordinator;

Paul Lewis – Tel: 01639 889723 E-mail: [p.a.lewis1@npt.gov.uk](mailto:p.a.lewis1@npt.gov.uk) or

Elinor Wellington – Tel 01639 686285 E-mail: [e.wellington@npt.gov.uk](mailto:e.wellington@npt.gov.uk)

### Step 3

If the booking is identified as controversial the relevant Head of Service will make the final decision on whether to cancel.

This decision will be shared in advance of being communicated to the booking organisation with other known venue providers and the Council's communications team.

A record of the decision will need to be retained by the department for future reference.

### **Policy Review**

This policy will be reviewed annually by the Prevent Coordinator.

Date of initial review; June 2018