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**RESPONSIBLE EVENT BOOKING**

**GUIDANCE & ASSESSMENT**

**ABOUT THIS GUIDANCE**

Establishments such as licensed premises, community centres, faith establishments and private venues, have a role to play in disrupting extremists and denying them a platform and space in which to promote hate and division. This guidance document is therefore designed to be a practical guide to support you in your role as facilities and events managers when taking bookings for events and assessing whether there are any associated risks from extremist speakers 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. It 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 that 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 responsible booking assessment 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 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 ASSESSMENT (RBA)**

**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**  | **Open invite however attendees will need to book onto the event**  | **Open invite- Open to members of the public** |
| **How is the event being advertised? (word of mouth, social media, flyers, website etc):** |  | **Will the media be present?** YES/NO | I**s 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):** |  |
| **Do you have any details of where the person requesting the booking has held an event or hosted speakers, in the past 12 months?** | YES/NODetails provided/ obtained:  |
| **Is wider consideration and research required?**  | **YES/NO *(If you have selected YES complete section 2 below)***  |

**Section 2: WIDER CONSIDERATIONS AND RESEARCH**

Before you start the assessment:

|  |  |
| --- | --- |
| If any concerns are raised in Section 1, 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 Natalie Downs, Stronger Communities Manager: natalie.downs@oldham.gov.uk  |

For each of the questions record your findings and use the impact assessment rating below, to 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 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 its credibility.  | Log findings of your internet search below (inc date of search) | **1 2 3** |
| 2. If a charity is booking the event, you can check if this is a registered charity on the Charity Commission website:<https://www.gov.uk/government/organisations/charity-commission> | YES / NO | **1 2 3** |
| 3. Are there concerns that the event could fall outside your organisations code of values, or breach UK law, the Human Rights Act 1998 and/or the Equality Act 2010? | YES / NOFurther action / detail: | **1 2 3** |
| 4. In your opinion, is there a chance this event could cause community tension or impact on community cohesion/ relations? | YES / NOFurther action / detail: | **1 2 3** |
| 5. Is there a chance that this event could attract counter protest groups? | YES / NOFurther action / detail: | **1 2 3** |
| 6. Is there a risk to the facilities’ reputation? | YES / NOFurther action / detail: | **1 2 3** |
| 7. Are there Health and Safety issues to be addressed or security required? | YES / NOFurther action / detail: | **1 2 3** |
| **OVERALL RBA score** (Add up the numbers circled and refer to the chart below for a risk rating) |  |
| **Additional comments** (including next steps, any mitigating factors which may impact the level of risk and if a risk management plan is required). |  |

**Responsible Booking Assessment Risk Ratings:**

|  |  |  |
| --- | --- | --- |
| ***Total: 8*** **Green – Low or no risk** | ***Total: 9 – 1*4****Amber – Medium Risk** | ***Total: 15 – 21*****Red – High Risk** |
| Proceed with your booking, using your existing policies and procedures for booking events and speakers. If anything changes before the date of the event, you may wish to review the booking and complete a further RBA. | Consider making contact with your local authority Prevent Lead as identified in the guidance, or Greater Manchester Police’s Prevent Team for advice (see contacts in this guidance). This is advised before you confirm this event booking.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. If anything changes before the date of the event, you may wish to review the booking and complete a further RBA. | Make contact with your local authority Prevent Lead, neighbourhood policing team or Greater Manchester Police’s Prevent Team for advice before you make any decisions. **Do not** confirm the event booking (see contacts guidance). If anything changes before the date of the event, you may wish to review the booking and complete a further RBA.  |

**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.
* 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 chairperson or observer.
* Restricting the sale of alcohol or other products.
* Asking speakers to provide copies of presentations in advance and an agreement 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:

**Greater Manchester Police Prevent Team**

Tel: 0161 856 6345.

**Greater Manchester Police**

Please log onto http://www.gmp.police.uk and use the ‘Your area’ tab to find your local police phone and e-mail contact details. Alternatively ring GMP on the non-emergency number 101.

**To report a Hate Crime**

You can report a Hate Crime to any of these agencies:

* **Emergency** – In an emergency you should phone **999.**
* **Non – Emergency -** You can phone Greater Manchester Police on **101** or you can go to any police station.
* **Stop Hate Helpline** – you can phone **0800 138 1625** for the FREE confidential 24-hour hate crime reporting service. The helpline is confidential and independent.