PREVENT WORKING GROUP (PWG)

MEMBERSHIP (2018/19)

No.	Name	Role	Department
1	**Rebecca Harrison (Chair)**	Academic Registrar	Division of Education
2	**Jenny Jenkin**	Secretary and Registrar	Directorate
3	**TBC**	SRC President	Students' Representative Council
4	**David Archer**	Head of Library & Archive Services	Library and Archive Services
5	**TBC**	Head of Student Counselling and Advice	Student Counselling and Advice
6	**Craig Higgins**	Taught Programme Director	Epidemiology and Population Health
7	**Nick Dorrell**	Taught Programme Director	Infectious and Tropical Diseases
6	**Hannah Babad**	Taught Programme Director	Public Health and Policy
7	**Helen White**	Faculty Research Degrees Manager	Infectious and Tropical Diseases
8	**Graeme Cappi**	Director of IT Services	IT Services
9	**Heather Cartledge**	Faculty Operating Officer	Epidemiology and Population Health
10	**Donna Bowers**	Strategic Engagement Manager	Communications & Engagement
11	**TBC**	Head of IT Security, IT Audit and Compliance	IT Services
12	**John Starmer**	Director of Estates	Estates
13	**Nicki Thorogood**	Programme Director - DrPH	Public Health and Policy
14	**Chris Breen**	HR Business Partner	Human Resources
15	**Margaret Bentley**	Head of Talent and Educational Development	Talent and Educational Development

TERMS OF REFERENCE

1. To develop and advise on the School's compliance with the Government's Prevent Duty.

2. To develop and review the School's Prevent Risk Assessment and Action Plan.

3. To task appropriate individuals with the development and review of policies, procedures and appropriate training in light of the School's Prevent responsibilities.

4. To serve as members of a Prevent Panel to consider any referrals under the Prevent Duty.

MEMBERSHIP (2018/19)

The membership is outlined below:

- Academic Registrar (Chair)
- A Faculty Operating Officer**
- A Faculty Research Degrees Manager**
- A Faculty Research Degrees Director (or Deputy) *
- A Students' Representative Council member
- A Taught Programme Director*
- Head of Student Advice & Counselling
- Director of Estates (or nominee)
- Director of Human Resources (or nominee)
- Director of IT Services (or nominee)
- Head of IT Security, IT Audit and Compliance
- Head of Library and Archive Services
- Head of Talent and Educational Development
- Strategic Engagement & Operations Manager

All three Faculties should be represented across these posts
** *Ideally not from the same faculty*

If staff are unable to attend the meeting they should try and nominate a representative to attend in their absence, and notify the Secretary of this in advance, if possible.

Above terms of reference and membership as approved by PWG, 17 February 2017.

MEETINGS

Meetings of the PWG will be held termly and will be for one hour. Dates for 2018/9 are:

- 15 November 2018
- 3 April 2019
- 13 June 2019