

Community Engagement Policy

Responsible Senior Manager: Deputy Principal Finance & Facilities

Effective Date: November 2022

Related Policies: Child Protection & Safeguarding Policy
Health & Safety Policy
Freedom of Speech Policy

Approved By: Finance & Estates Committee *

Next Review Date: September 2023

* Under delegated powers

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1. Purpose of Policy

The purpose of this document is to identify how HSDC (comprising Havant, South Downs and Alton campuses) will manage community use and external lettings of its learning environments and facilities, known as 'Community Engagement', and is intended as an overview of its policy position to be used in conjunction with supporting procedures, forms and documents.

2. Statement of Intent: Community Engagement

The Community Engagement aim is to create relationships with local communities and provide income generation for HSDC to support the College in Drive to 25. This Community Engagement strategy comprises the following objectives:

- Corporate Social Responsibility (CSR): The Community Engagement team will endeavour to serve and demonstrate CSR by actively seeking to work and engage proactively with Non-Profit Organisations and Charities, enabling them to let/hire HSDC facilities at a fair and reasonable cost, as well as supporting the College with broader CSR activities and provisions. The purpose of this is to build close relationships and understandings with the local communities that seek to serve benefit to society – HSDC will become known for being supportive of charitable ventures and acting altruistically in support of moral, ethical, and responsible practices.
- Engaging with local business and employers: Community Engagement seeks to create and strengthen relationships with local business and employers as well as recognising future opportunities to do so. This will be achieved by delivering consistent and competitive pricing of quality facilities offering hire of venues for corporate activities such as staff training, workshop sessions, and conferences and local clubs and societies. The impact of this will be to develop a strong community partner that recognises HSDC as a community engaged College.
- Heightening public awareness of HSDC: The Community Engagement team will assist in promoting the College brand and facilities and the offerings of the College when considering work, studies apprenticeships, adult education, and community activities. This will be done by the Community Engagement team consistently providing a dedicated and trustworthy service and delivering good value offerings at competitive prices.

3. Scope

HSDC regards the facilities of the College as a community resource, when not being utilised for the core business of the College, HSDC will promote and encourage booking of the facilities by community groups, clubs, societies and organisations which will be facilitated by HSDC's Community Engagement team.

As an independent corporation, not receiving funding for letting activities, the College must ensure that any lettings on the site are commercially viable, covering all direct and maintenance costs, whilst having no impact upon the College's main budget.

Facilities available for hire include, but are not limited to:

- Synthetic Turf Pitch (STP)
- Sports Hall
- Dance/Fitness Studios
- IT Rooms
- Gym
- Classrooms
- Training Kitchens
- Restaurant Facilities
- Conference Rooms
- Theatre
- Aircraft Cabin
- Car Parks

Stakeholders

Priority of community use will be given to:

- Organisations that seek to serve young people
- Organisations that seek to serve the local community
- Organisations that seek to promote educational or sporting activities
- Organisations that provide income generation for the College
- Organisations that provide opportunity, benefit or supplement to HSDC curriculum or students

The College reserves the right to refuse or cancel bookings, without notice or explanation, including in circumstances where it believes its reputation may be damaged or at risk and/or where it believes the booking does not align with its values as an inclusive educational organisation.

Prevent and Safeguarding

The College takes Prevent and Safeguarding matters very seriously in all aspects of its workings both internally and externally. As such, due regard will be given to Prevent and Safeguarding legislation in any community use/letting and no activities/lettings will be permitted where there is a risk that extremist views could/will be expressed. Consequently, the College is unable to take bookings for any events where there could be a perceived Prevent or Safeguarding risk. In addition, the College reserves the right to observe and monitor the activities of hirers of the College campus to ensure compliance with these terms and conditions, Health and Safety Regulations, Safeguarding and the Prevent Duty. If on observation the College has cause for concern with a letting/hirer being in conflict with the Prevent and Safeguarding agenda, then the College reserves the right to act accordingly and immediately terminate a hirer/event both now and in the future. The College is prepared on a case-by-case basis to reimburse Lettings fees where it is deemed to be fair and reasonable to do so.

4. Letting rates/costings

Letting and rates of hire are confirmed and agreed in advance of any letting the rates of which are available on request and posted on our website. The prices incorporate all reasonable costs, but the College reserves the right to charge for additional items requested for which confirmation will be given in advance.

Hirers who comply with certain criteria may qualify for VAT exemption, and all other hirers will be charged VAT in accordance with current HMRC guidelines and legislation.

Some rates of hire may be eligible for discount under the Community Discount Matrix, and at the discretion of the Community Engagement Manager.

Publication of hire rates

All hire rates will be published on our website (see link below) and are available on request from the Community Engagement team.

<https://hsdc-cdn.s3.amazonaws.com/uploads/2020/10/Community-Engagement-Opening-Times-and-Rates.pdf>

Annual hire rate reviews

Hire charges will be reviewed annually and new rates will take effect from 1 August each year. Rates will be based on local competitor hire rates, costs of hiring facilities and desired developments of our lettings portfolio.

New rates will be suggested by the Community Engagement Manager and approved by the Deputy Principal Finance & Facilities.

5. Responsibilities

Administration of Community Engagements' lettings/hire resides as follows:

South Downs Campus – General Facilities	Community Engagement Team
South Downs Campus – Sports Facilities	Community Engagement Team
Havant Campus – General Facilities	Community Engagement Team
Havant Campus – Sports Facilities	Community Engagement Team
Alton Campus – General Facilities	Community Engagement Team
Alton Campus – Sports Facilities	Community Engagement Team

Process of Hire

All potential hirers should submit a completed and signed application form to the respective administrators, who will ensure the details and terms of hires are to be met and that the Room Allocation, Finance, and Facilities Teams are aware of the letting.

The Room Allocation Team shall ensure all systems are updated to reflect an accurate position regarding all external lettings and hires, known as 'external lettings'.

Conditions of Hire

Community users will be provided with the Community Use Terms & Conditions upon application and with their booking confirmation, which must be adhered to wholly and by all affiliated persons. The main Conditions of Hire are as follows:

Apparatus, furniture or equipment belonging to the College can only be used for their proper purpose. The hirer will take all steps to avoid loss, damage or breakages to the College property whilst the College's property/premises are in their use. Any loss, damage or breakage must be reported to the College. The College reserves the right to charge for any unreasonable damages and/or curtail future hires.

Parking on college site will be at the hirer's own risk and parking must be legal, within designated bays and not to obstruct rights of way or access points.

The hirer is responsible for everyone who is on the college premises directly for the activities they are organising, be it partaking or spectating.

No notices, posters, advertising or placards shall be affixed to college walls, notice boards, fencing, property or within college grounds without College prior consent.

The College will be responsible for the opening and locking of the hire venue/s unless other arrangements have been made between the College and hirer.

Cancellations

The College is responsible for notifying a hirer of any cancelled booking where it is necessary for the College to cancel.

Cancellation of a hire by the hirer must be notified to the College no later than seven days before or the hirer is liable to the full cost of the hire where the cancellation has displaced other hires.

For changes to, or cancellations of individual sessions/bookings, a minimum of seven days' notice must be given to be cancelled without charge. For changes to, or cancellation of multiple sessions/bookings, or AstroTurf hire, a minimum of a month's notice must be given and a £25 administration fee may be applicable.

If the College has to cancel a booking the Hirer will be refunded or an alternative date given.

Payments

Payments will be made in advance of hire unless the hire is of 4 weeks or more in which case a stage of payments over the term of the hire will be available.

Payments will be made per the amounts agreed prior by the Community Engagement Manager. Outstanding and overdue payments from prior bookings will need to be settled before future bookings will be accepted.

Community Engagement & Facilities overtime

The Community Engagement Manager, as budget holder and under the supervision of the Director of Facilities, shall authorise appropriate Facilities Team and other staff overtime that relates to a Community Engagement activity/letting – monitoring, managing and reporting on 'LET' and 'PRF' budgets.

All community use and external lettings shall be processed by the Community Engagement team, or at least brought to its attention if it is not classified as Community Engagement, so that the team may ensure all appropriate information, records, and relevant insurance/policy information is recorded.

Feedback (compliments/complaints)

The Community Engagement team will acknowledge compliments/complaints and encourage feedback on the facilities and service offered. Feedback will be directed to the team's central email inbox where the Community Engagement Manager will endeavour to respond to a compliment/complaint within 48 hours and work to a satisfactory resolution for all parties.

Data Protection

All Personal Data collected for the Community Engagement lettings process will adhere to the Data Protection, General Use of Computer Equipment & Data Network and, Safeguarding and Prevent policies.

Colleagues who process personal data outside the College shall take reasonable steps to ensure that the personal data is recorded accurately, is up-to-date and limited for the purposes it was collected for.

Colleagues are responsible for ensuring any personal data stored outside the College has appropriate technical or organisational measures to ensure the data is secure and protected against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Business Interruption

HSDC will always aim to maximise the availability of its facilities for Community Engagement activities across its campuses. However, at times factors outside of HSDC's control can/could restrict or inhibit the ability to offer our full facilities for Community Engagement activity.

Factors that could limit our offer include but are not limited to:

- legal responses to Government Advice e.g. Pandemic (COVID)
- College appetite to risk
- emerging or known H&S concerns
- an adverse incident at the College e.g. flood, fire, contamination
- extreme weather conditions
- Data Protection/Information Security concerns

Such factors could represent short or longer term restrictions to our Community Engagement Offer and will be reviewed on a continued basis.

This policy will be reviewed and ratified on an annual basis by the College's Finance and Estates Committee.

All supporting documents can be found within the Community Engagement Management Plan.