

Policing Board Events Management Policy

Policing Board events are designed to promote the work of the Board and to engage specified audiences with the work of the Board. Careful consideration is given when planning each event so that the appropriate decisions can be taken on times, venues, set make up, etc.

Press Office operate and adhere to an Events Management Checklist, which outlines all necessary Section 75 considerations to ensure that the needs of audience and participants are fully considered, for example:

- the inclusiveness of invite/ mailing lists;
- the timing of the event in terms of its accessibility to those with specific religious beliefs, age, or those with or without dependants;
- the event venue in terms of disability access requirements;
- special catering arrangements for those with specific religious beliefs or health conditions;
- the availability of supporting literature in alternative languages or formats for people of different nationalities or those with visual impairments;
- the provision of loop hearing systems or a sign language interpreter for those with hearing impairments and;
- when appropriate (i.e. for open public events) the advertising of events in a cross section of newspapers, advising that the Board should be involved of any attendee's special requirements.

For each event, arrangements are put in place to ensure attendees' needs are met, as far as is reasonably possible. In addition, the Policing Board's building in James House has been made fully compliant with the Disability Discrimination Act.