CODE OF PRACTICE ON FREEDOM OF SPEECH

APPENDIX 1

Events Procedure for events, meeting and activities outside of the normal academic curriculum

1. **SCOPE**

1.1 This procedure applies to events, meetings and activities which are not deemed (by the relevant Head of Strategic Business Unit) to be part of the University’s internally authorised teaching and learning activity.

1.2 Subject to paragraph 1.1. above, this procedure applies to:

   a) both internal and external bookings for any premises controlled by the University; and
   
   b) off-site and online events held in the University’s name or on its behalf.

1.3 In the event of any doubt as to whether a proposed event falls under this procedure, the organising body/ individual shall consult the Dean of Students or, for external bookings, the University’s Director of Estates, at the earliest opportunity.

2. **REQUESTING PERMISSION TO HOLD AN EVENT**

2.1 Individuals and bodies organising events that fall within the scope of this Events Procedure must ensure that a single individual is appointed as “Principal Organiser” of the event.

2.2 The Principal Organiser will ensure that a written request, giving full details of the proposed event, is provided to the Vice-Chancellor (or nominee) not less than ten (10) working days before the date of the proposed event.

2.3 The written request will provide the following information:

   a) the name and contact details of the designated Principal Organiser;
   
   b) the name of the individual or body organising the event;
   
   c) full details of the proposed event;
   
   d) the name of the speaker;
   
   e) the subject of the address;
   
   f) precise information relating to the speaker’s time of arrival and departure;
   
   g) any information as to whether any of the criteria in section 6.4 of the Code of Practice may be triggered by the speaker; and
   
   h) confirmation that the Principal Organiser agrees to abide by the Code of Practice.

2.4 The Principal Organiser shall update the written request as soon as possible if they become aware of any material changes to the information provided in the original request so that the University can reassess the request.

2.5 Whilst the designated Principal Organiser will normally be the sole point of contact of the Vice-Chancellor (or nominee) for the purposes of the event, the individuals or bodies organising the event (who may also be the designated Principal Organiser) are expected to ensure that the Principal Organiser discharges all of the responsibilities and observes all requirements imposed under the terms of these regulations.

2.6 The individual or body organising the event has a duty to ensure that nothing in the preparations for, or conduct of, the event infringes the law (for example: by conduct likely to cause a breach of the peace or incitement to commit illegal acts).
3. CONSIDERATION OF REQUESTS

3.1 The Board of Governors has authorised the Vice-Chancellor (or nominee) to act on its behalf in ensuring that as far as is reasonably practicable all concerned, whether students or employees of the University, or visitors from outside, comply with the provisions of this document and the Code of Practice. The Vice-Chancellor (or nominee) will ensure that appropriate and robust processes are in place for assessing the potential risks associated with a proposed event.

3.2 The University may decide not to allow that activity to take place. Any decision to refuse the activity will be taken by the Vice-Chancellor (or nominee) in accordance with the provisions of the Code of Practice.

4. DECISION

4.1 The Vice-Chancellor (or nominee) will within five (5) working days of receiving the request or as soon as possible thereafter, either:

   a) notify the Principal Organiser in writing that permission has been granted and of any instructions or conditions that apply to the permission, which will include written notification that the Principal Organiser, the organiser and any other individuals concerned with the event, or its organisation are required to comply with the instructions given and conditions imposed by the Vice-Chancellor (or nominee); or

   b) notify the Principal Organiser in writing that permission has been withheld and the reasons for the refusal.

4.2 In all circumstances, the decision of the Vice-Chancellor (or nominee) is final.

5. WHERE PERMISSION IS GRANTED

5.1 Permission to hold an event will be subject to such instructions as are currently in force to secure, as reasonably necessary, the fulfilment of the University’s responsibilities concerning the protection of freedom of speech within the law.

5.2 If, at any stage before the event, the Vice-Chancellor (or nominee) is not satisfied that adequate arrangements can be made to maintain good order, permission for the event may be refused or withdrawn.

5.3 In accordance with the provisions of the Code of Practice, the University will issue lawful instructions to the organisers of events, via the Principal Organiser, in relation to the location, arrangement and conduct of activities. Only those organisers who undertake to comply with these lawful instructions will be allowed the use of the University premises. The instructions are additional to the terms and conditions of any contract for the use of University premises in connection with the event.

5.4 Where permission is given for an event to proceed, the Principal Organiser and the individual chairing or leading the event have a duty to ensure, as far as is reasonably practicable, that during the event, both the audience/participants and any speakers act in accordance with the law.
Where there is unlawful conduct, the chairman/leader or the Principal Organiser will give appropriate warnings and if the conduct persists, will exclude the individual or individuals from the event.

6. **CONDUCT OF AN EVENT**

6.1 The prevention of a breach of the law cannot solely be the duty of the University. The nature of universities is to be open and accessible to all staff, students and members of the public. The University will seek to ensure that all events on its premises are efficiently controlled. Where breaches of the law are suspected the University will call on the police to attend and assist (or in extreme cases to take charge of) the maintenance of law and order.

6.2 Permission to use University premises may be granted subject to any instructions or conditions which the Vice-Chancellor (or nominee) considers are necessary to secure fulfilment of the University's statutory responsibilities to ensure freedom of speech within the law.

6.3 The Principal Organiser will attend the event personally and take all reasonable steps to ensure that:
   
   a) nothing in the preparation for or in the conduct of the event is likely to breach the law, University regulations or the instructions of or conditions imposed by the Vice Chancellor (or nominee); and
   b) the chairman/leader is sufficiently competent to be effective.

6.4 The University will normally supply and pay the cost of a public address system and/or relay system to an additional hall if there is reasonable cause to consider either of these necessary to enable a meeting to take place within adequate hearing of the speaker. The supply of this equipment will be authorised by the Vice-Chancellor (or nominee).

6.5 The chairman/leader of the event has a duty as far as possible to ensure that both the audience and the speaker act in accordance with the law during that event. In case of unlawful conduct, the chairman/leader is required to give appropriate warnings and, in case of continuing unlawfulness, to require the withdrawal or removal of persons concerned by the stewards or security staff.

6.6 While an event is in progress, the University shall have the right to require the organisers to terminate the event if the conduct of the event gives rise to concerns for the University that the safety of persons attending cannot be reasonably guaranteed, or that a breach of the law or a material breach of the Code of Practice or any of the conditions imposed when permission was granted.

6.7 The University may also withdraw its consent and terminate an event either during or prior to its commencement if it becomes apparent that the content/nature of the event or the identity or numbers of speakers previously notified to the University have changed. This includes a situation where an attendee speaks at the event.

6.8 Events/speakers must not be advertised until written approval for the event to proceed has been received in accordance with this procedure.