Approval of ad hoc room bookings, events, external speakers (including guest lecturers)

1 Background to the procedures

1.1 The University has a duty to ‘have due regard to the need to prevent people from being drawn into terrorism’. In undertaking this duty, it must ensure that it assesses risks arising from external speakers attending University events or giving guest lectures. The procedures below are designed to ensure that such risks are assessed and considered and where appropriate mitigated.

1.2 In addition to the above duty, the University also has an obligation to protect academic freedom and free speech. It has developed a detailed Code of Practice on Free Speech and event organisers should ensure that they are familiar with this code. The code sets out what considerations will be made when it is considered that an external speaker presents a risk to staff, student and/or members of the public.

2 Scope of this procedure

2.1 Events\(^1\): This procedure applies to all events that are held by the University. This may be an ad hoc talk or lecture held by a School or a University sponsored event. It should include lecture series where these are not part of scheduled classes. All these events must be on the Events Calendar.

2.2 Guest lecturers: all scheduled lectures where there is a guest speaker must go through the procedure for approving the speaker as outlined below.

2.2 Off campus events: the procedures for off-campus events are also outlined below.

3 Approval and due diligence on external speakers (including guest lecturers)

3.1 All external speakers must be approved by the Head of School/Central Service Department (CSD) or the Head of Enterprise for external events. This includes guest lecturers who are coming in to talk as part of the curriculum.

3.2 Before approval, a check of the speaker must be undertaken through Google or other relevant sources to assess any potential risks in relation to the Code of Practice on Freedom of Speech and also the Prevent Duty and the form attached at Appendix A must be completed. The first three pages of results (if any results are found) of the Google search should be reviewed or other information where available reviewed. Where they belong to an organisation,

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\(^1\) Events could be a lecture, a seminar, a fundraising event, a dinner, a University Open Day – the definition is wide to ensure that all University sponsored activity is considered.
the website of the organisation must be checked also and a Google search and checking of other relevant information for the organisation.

3.3 Records of this search and any subsequent risk assessment must be maintained with the approval for the speaker.

3.4 In undertaking the risk assessment, particular attention must be paid to the nature of any religious or political affiliations. Consideration should also be given to whether speakers have extreme views on sexuality, gender, race as well as religion and politics.

3.5 Where there is any content that is inappropriate or which might be interpreted as being in conflict with the University’s Code of Practice on Freedom of Speech, this should be referred to the Head of School/CSD in the first instance for consideration.

3.6 Where a potential risk is identified, the Head of School/CSD will refer this to the University Secretary who will convene the Prevent Group² to discuss the matter. Where it is agreed that an event may proceed, the organisers will be required to agree any mitigation that is put in place as outlined in the Code of Practice on Freedom of Speech (see Section 8 for further details).

4 Organising an event

4.1 The procedure for organising an event is set out below. More detailed guidance is provided by the Events Team.

4.2 Event organisers must provide the following information through the events internet site

  a) Name of person booking the room.
  b) Date and time accommodation required
  c) What the accommodation is to be used for
  f) Names of any speakers and any external speakers and the organisation to which they belong if applicable together with any information on affiliations
  g) Expected number of attendees
  h) Confirmation of whether the event will be a member only, invitation only event or open to the general public
  i) Confirmation if the event and speaker are likely to attract media interest – if so why?
  j) Draft publicity for the event

² The Prevent Group comprises the University Secretary, the Senior PVC, the PVC (ASE), the Director of IT, the Director of Property Services, the SU President and the Chief Executive of the SU.
4.3 Once the above information is submitted, it will be checked by the Events Team as appropriate and entered into the Events Calendar. The Events Team will undertake checks for key issues relating to equality and diversity or of a political nature. Where any issues are identified which might be considered to be a risk or against the University Code of Practice, these should be referred to the Head of Marketing who will consult with the University Secretary as appropriate.

5 Events held off campus

5.1 The same procedure must be applied to any events organised off-campus which may be seen as a University event. These events should also be entered into the Events Calendar.

6 Making an ad hoc room booking

6.1 Before submitting an online event request for an event held on campus, staff may make a provisional room booking through the Timetabling Team. Any such bookings will be held for a week. The Timetabling Team will not, however, be able to confirm the booking until the above procedure has been followed and the event approved.

7 Student and Students’ Union events

7.1 The Students’ Union operates a separate procedure for the approval of events which has been agreed with the University. Students may only book rooms for events which have been through this process.

8 Procedure for events booked by external organisations

8.1 A modified version of the procedure for University organised events will be used as follows:

8.2 An external individual or organisation who wish to book a room must provide the following information

a) Name of person booking the room. For externals this should include the name of person/company the enquiry comes from, phone number and email/business address and website.

b) Date and time accommodation required

c) What the accommodation is to be used for

f) Names of any speakers and any external speakers’ affiliations (specifically where they are political or religious)

g) Expected number of attendees
h) Confirmation of whether the event will be a member only, invitation only event or open to the general public

ii) Confirmation if the event and speaker are likely to attract media interest – if so why?

j) Draft publicity for the event

8.3 On receipt of the form, an external organisation’s website should be reviewed to ensure that it does not contain any inappropriate content. A Google search should also be undertaken and the first three pages of results (if any results are found) should be reviewed.

8.4 Where there is to be an external speaker the above process should also be followed for the external speaker.

8.5 Where there is any content that may be considered inappropriate or which might be interpreted as being in conflict with the University’s Code of Practice on Freedom of Speech, this should be referred to the Head of Research and Enterprise Operations in the first instance.

8.6 The Head of Research and Enterprise Operations will review the content of the website and also any information about external speakers against the Code of Practice on Freedom of Speech and undertake a risk assessment. Where there is any risk that the Code will be breached or that there might be any disorder or other issue with the booking, this should be referred to the University Secretary who will discuss with the Prevent Group.

8.7 It will be made clear in the terms and conditions for bookings that any failure to disclose full event and/or speaker details may result in an event/booking being cancelled.

8.8 The terms and conditions of bookings will also make it clear that the University must be informed of any changes to an event and that these will need to be considered by the process outlined above.

9 Issues referred to the Prevent Group

9.1 Any issues referred to the University Secretary will be discussed with the Prevent Group. They will conduct an investigation into the speaker and the event that takes into consideration the Code of Practice on Freedom of Speech, the need to maintain order within the University and also the Prevent duty. It will undertake a review of the due diligence undertaken and may review other relevant sources of information where appropriate.

9.2 In making recommendations they will assess risk on the following basis:

- The potential for any decision to limit freedom of speech as per the university’s code of practice in pursuance of the 1986 Education Act
- The potential for the event going ahead to cause the union to be in breach of its equality and diversity policy;
• The potential for the event going ahead to cause the University to fail in its wider legal duties
• The potential for the event going ahead to cause reputational risk to the University;
• The potential for the speaker’s presence on campus to cause fear or alarm to members of the University
• The potential for the speaker’s presence on campus to give rise to breach of peace
• The potential for the event to breach the Prevent duty.

9.3 The Group may make one of the following recommendations:
• On the basis of the risks presented to not permit the go ahead
• On the basis of the risks presented to fully permit the event to go ahead unrestricted
• On the basis of the risks presented to permit the event to go ahead on the basis of regulatory steps designed to reduce risk

9.4 Steps designed to reduce risk may include requiring that:
• the event be filmed;
• the event be observed by University officials
• additional security and/or that the event be stewarded or subject to security on the door
• an event promoting a particular view includes an opportunity to debate or challenge that view
• the event is ticketed and that the attendees are approved in advance
• a copy of any speech to be delivered by the speaker be submitted to the University.

Marion Lowe
University Secretary and Chief Compliance Officer
Initially approved October 2015
Revised February 2016
External Speaker/Guest Lecturer Checklist

This form is to be used to approve and external speakers or guest speakers who are invited to speak as part of the curriculum. Where there is an event that other staff, students and/or members of the public are invited to, this should be additionally be booked through the Events Team and be published in the University Events Calendar. Please refer to the procedure for approving external speakers before completing this form.

<table>
<thead>
<tr>
<th>Name of Speaker</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisation and role</td>
<td></td>
</tr>
<tr>
<td>Name of Organiser</td>
<td></td>
</tr>
<tr>
<td>Purpose of session/talk</td>
<td></td>
</tr>
<tr>
<td>Course and/or Module to which the talk relates where it is a guest speaker</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approval of the speaker</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the guest speaker contributing to the curriculum?</td>
<td>Y/N N/A</td>
</tr>
<tr>
<td>If yes has speaker and subject been agreed with the Course Leader</td>
<td></td>
</tr>
<tr>
<td>Has this speaker been booked before?</td>
<td>Y/N</td>
</tr>
<tr>
<td>If Yes was this checklist previously completed? Did the event passed without any issue?</td>
<td>Y/N</td>
</tr>
<tr>
<td>If this is the first time, is a member of staff familiar with the speaker?</td>
<td>Y/N</td>
</tr>
<tr>
<td>Question</td>
<td>Y/N</td>
</tr>
<tr>
<td>-------------------------------------------------------------------------</td>
<td>-----</td>
</tr>
<tr>
<td>Are you satisfied that the speaker and subject is appropriate, based on the speaker's skills, knowledge, experience and reputation for the purpose of the session?</td>
<td></td>
</tr>
<tr>
<td>Have you checked the background of both the organisation and the speaker (usually by running a Google search to review any news stories or reviewed other relevant information etc)? Please attach the results.</td>
<td></td>
</tr>
<tr>
<td>Have any issues arisen that give cause for concern under the University's Code of Practice on Freedom of Speech and 'no platform' policy, or in relation to the University's Prevent Duty? Where yes, what is your proposed mitigation?</td>
<td></td>
</tr>
</tbody>
</table>

**Confirmation that due diligence has been undertaken on the speaker**

**Signature:**

**Date:**

**Approval of the speaker**

**Signature:**

**Head of School/Service Department**

**Date:**

Where issues are identified, these should be referred by the Head of School to the University Secretary for consideration by the Prevent Group.