



Speakers and Events Policy and Escalation

February 2016

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Speakers and Events Policy and Escalation

1.0 PURPOSE

This procedure provides guidance and instructions on how the Code of Practice Relating to Freedom of Speech and Activities, Events and Meetings shall be applied to events held on all University premises.

The University of East Anglia has a statutory duty under the Counter Terrorism and Security Act 2015 to “have due regard to the need to prevent people from being drawn into terrorism”. This procedure enables the university to dispense its duty under the Prevent strategy in a practical and responsible manner, without providing a threat to academic freedom, and freedom of speech.

2.0 SCOPE

All University of East Anglia staff and students are responsible for drawing to the attention of the person authorised by the Registrar (the authorised officer) any activities held on University premises that would fall into Section 2.1 of the Code of Practice Relating to Freedom of Speech and Activities, Events and Meetings.

3.0 PERSONNEL AND RESPONSIBILITIES

All University of East Anglia staff and students are responsible, as outlined in Section 2.0 of this document, for notifying of activity at least ten clear working days prior to the event.

In addition to this the Registrar, and through him the Authorised Officer, are responsible for permission/ refusal of events, determining any special conditions that are required and ensuring these special conditions are met. Any decision on whether or not an event is allowed to proceed shall be informed within five clear working days of the event.

Head of Campus Support and Assistant Head of Alumni, Conferences & Events are responsible for review and researching any events that have been flagged as having potential risk.

4.0 MEANS OF BOOKING EVENTS

Events that may be subject to this process may be notified through the following means:

Admissions, Recruitment and Marketing
Marketing/ Outreach Team
Email to Campus Services
Informed by booking/ event organiser
Automated email via e-vision room booking system

5.0 CONTROL MEASURES

A flowchart showing the procedure for External speakers and Events and the Escalation policy is included as Appendix A of this document. A number of monitoring processes are in place to ensure any events that may fall under Section 2.1 of the Code of Practice Relating to Freedom of Speech and Activities, Events and Meetings are reviewed in time. These include:

- All e-vision bookings highlight the requirements and duties of event organisers under the Freedom of Speech Code of Practice:

"The University has legal responsibilities relating to freedom of speech, in particular when **external speakers** are invited to campus. **The name of any invited speaker relating to this room booking must be entered in the Notes box below.** If the speaker is yet to be confirmed, you are **required** to notify the events team **at least 10 working days prior to the event** by emailing speakers@uea.ac.uk."

- Review of Events Calendar (Outlook) by Head of Campus Support – this takes place weekly.
- Monitoring of all UEA Social Media by Digital Innovation Team - this takes place daily.
- Events Promotion Meeting – held quarterly with representatives from ARM, LDC, HUM, ITCS, SISJAC, UUEAS, Security, SCVA.
- Monitoring all emails to the Invited Speaker inbox and categorising using a Red, Amber and Green system to highlight risks. This takes place daily by either the Head of Campus Support or the Assistant Head of Alumni, Conferences and Events, or a member of that team in her absence.
- Regular reminder of the requirements of the Freedom of Speech Code of Practice are circulated via staff communications as a reminder to all staff of their responsibilities.
- The Freedom of Speech Code of Practice is listed in the Annual UEA Calendar under Regulations.

6.0 RESOURCES USED FOR REVIEW

To analyse the risk and determine if special conditions are required for an event to proceed a number of sources are used. These include, but are not

restricted to the following sources internal and external to the University of East Anglia.

6.1 INTERNAL TO UEA

- Experience and sector knowledge of initial reviewers (Head of Campus Support or the Assistant Head of Alumni, Conferences and Events)
- Meeting with booking organiser to review Risk Assessments and further details of event
- Meeting with Head of Student Opportunities in Student Union to review details of event
- Multi Faith Centre
- Digital Innovation Team
- Press Office.

6.2 EXTERNAL TO UEA

- Social Media (including but not exclusively Facebook, Twitter, YikYak & LinkedIn)
- Publicly available search engines
- Historic and current news articles
- Association of University Chief of Security Officers
- Special Branch.

7.0 SPECIAL CONDITIONS FOR AN ACTIVITY TO PROCEED.

In the event of an event being approved with special conditions being applied these conditions are set out in the Freedom of Speech Code of Practice Section 5.1 and set out below. These conditions will be agreed by the Registrar or his appointed Authorised Officer.

Section 5.1 from the Freedom of Speech Code of Practice states the special conditions to minimise risks may include *inter alia* the requirement that:

- a) a deposit is payable by the principal organiser in advance of the event;
- b) the principal organiser appoints a stipulated number of named stewards, as to whose suitability the authorised officer must be satisfied, in addition to any security staff that the authorised officer may feel should be present to maintain order;
- c) the wording of leaflets and notices advertising the activity is subject to approval by the authorised officer;
- d) admission to the event is confined to members of the University;
- e) tickets are issued by the principal organiser/authorised officer;
- f) admission is confined to ticket holders;
- g) nominated senior members of the University are present;
- h) the activity is recorded;
- i) the admission of press, television and broadcasting personnel is restricted;
- j) the access and exit routes of the speaker are subject to approval by the authorised officer;

- k) the authorised officer decides which room(s) are used;
- l) detailed arrangements are agreed between the principal organiser and a member of staff nominated by the authorised officer;
- m) there is adequate opportunity for a wide range of views to be expressed and challenged;
- n) an experienced and respected individual approved by the authorised officer chairs the activity.

8.0 DOCUMENTATION OF DECISIONS

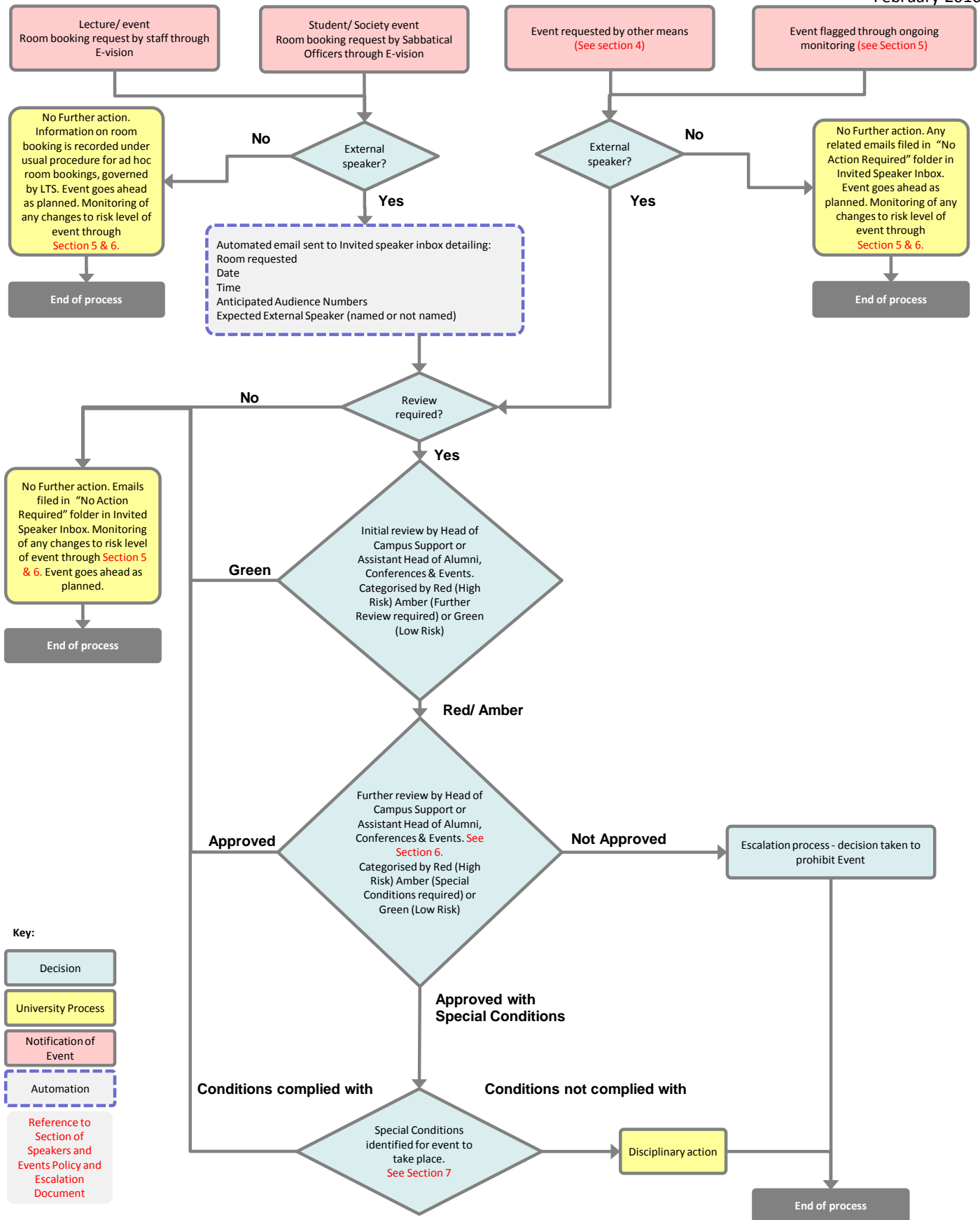
Documentation relating to decisions on approval or refusal of events under this procedure will be held in the form of:

- Audit trail of decisions/ categories flagged in Invited Speaker's inbox.
- Event permission applications (including Risk Assessments) generated by principle organiser are held by Head of Campus Support. These documents are archived by year and are disposed of on a current year + 3 years basis.

Appendix A – Procedure Flowchart

Speakers and Events Policy and Escalation Procedures

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Appendix B - Code Of Practice

Code of Practice Relating to Freedom of Speech and Activities, Events and Meetings

1. Preamble

1.1 The Education (No.2) Act 1986 places a duty on the University to ensure that freedom of speech is secured for students, staff and visitors, and so far as is reasonably practicable that no premises of the University (including those of the Students' Union) shall be denied to any individual or body of persons on any grounds connected with:

- a) the beliefs or views of that individual or body; or
- b) the policies or objectives of that body.

1.2 The University values academic freedom and is committed to promoting and encouraging free debate and inquiry. It accommodates a wide range of views, even when they are unpopular, controversial or provocative. Nonetheless, the University does not regard the right to freedom of speech as unfettered and asserts its right to prohibit or to place special conditions on activities, events or meetings ("activity" or "activities") where it is appropriate to do so.

2. Activities which are subject to this Code

2.1 The activities which are subject to this Code are those which:

- a) involve a proscribed organisation; or
- b) are likely to give a platform for views which are unlawful or where it is likely that others will be encouraged or incited to break the law; or
- c) where there may be risks to public order or to the safety of individuals or property; or
- d) there are risks that views will be expressed which constitute extremist views (in opposition to fundamental values of democracy, the rule of law, individual liberty, mutual respect and tolerance of different faiths and beliefs), and which risk drawing people into terrorism or are shared by terrorist groups.

3. Notification

3.1 It will be the responsibility of the organiser of any activity that might fall within paragraph 2.1 and is thereby subject to this Code (whether it takes place on or off campus) to draw the activity to the attention of the person authorised by the Registrar (the authorised officer) at least ten clear working days prior to the activity. In addition:

- a) any room booking request outside of the normal procedures for time-tabling academic provision will require the organiser to assess whether the event falls within paragraph 2.1 and to always provide details of the nature of the event and any external speakers;
- b) the Students' Union will operate its own arrangements for reviewing activities and bookings on University premises made by its officers,

staff, clubs and societies which are consistent with the obligations set out in paragraph 1.1 and which will be reviewed and agreed annually with the University. These will include an objective determination of whether an activity falls within paragraph 2.1 (with subsequent referral to the authorised officer) and identify the steps which could mitigate the risks identified in paragraphs 2.1c) and 2.1d).

4. Actions by the University

- 4.1** The University will prohibit activities that it determines fall within 2.1 a) or 2.1 b) and may prohibit activities which it determines fall within 2.1 c) or 2.1 d) where it considers that the risks cannot be fully mitigated through special conditions and in so determining, will err on the side of caution.
- 4.2** The University will prohibit or place special conditions upon any activity off campus that falls within 2.1 and is associated with the University, insofar as that is practicable.
- 4.3** The University will use such means as are available to it to give effect to this Code and to enforce any special conditions it imposes on particular activities. A breach of the Code or any prohibition or special conditions may lead to disciplinary action.
- 4.4** In the case of any activity identified as falling within 2.1 the authorised officer will determine who is the principal organiser of the activity and will within five clear working days of the planned time of the activity, determine whether or not the activity should be allowed to proceed or whether it should be allowed to proceed on the basis that special conditions are adhered to. It shall be the responsibility of the principal organiser to ensure that such special conditions are met.
- 4.5** Where ten clear working days' notice of an activity found to fall within 2.1 is not given to the authorised officer permission will normally be refused for the activity to take place.

5. Special conditions for an activity to proceed

- 5.1** Any special conditions set by the authorised officer will aim to minimise the risks set out in paragraph 2.1 and may include *inter alia* the requirement that:
 - a) a deposit is payable by the principal organiser in advance of the event;
 - b) the principal organiser appoints a stipulated number of named stewards, as to whose suitability the authorised officer must be satisfied, in addition to any security staff that the authorised officer may feel should be present to maintain order;
 - c) the wording of leaflets and notices advertising the activity is subject to approval by the authorised officer;
 - d) admission to the event is confined to members of the University;
 - e) tickets are issued by the principal organiser/authorised officer;
 - f) admission is confined to ticket holders;

- g) nominated senior members of the University are present;
- h) the activity is recorded;
- i) the admission of press, television and broadcasting personnel is restricted;
- j) the access and exit routes of the speaker are subject to approval by the authorised officer;
- k) the authorised officer decides which room(s) are used;
- l) detailed arrangements are agreed between the principal organiser and a member of staff nominated by the authorised officer;
- m) there is adequate opportunity for a wide range of views to be expressed and challenged;
- n) an experienced and respected individual approved by the authorised officer chairs the activity.

6. General requirements

- 6.1** The Chair of any activity that is a meeting has a duty so far as possible to ensure that both the audience and the speaker act in accordance with the law during the meeting. In the case of unlawful conduct, the Chair is required to give appropriate warnings and, in the case of continuing unlawfulness, to require the withdrawal or removal of persons concerned by the stewards.
- 6.2** The Chair of the meeting also has a duty to terminate the meeting if order cannot be maintained and to protect the safety of people, property or premises.
- 6.3** No article or objects likely under the circumstances to lead to injury, damage or a breach of the peace may be used as part of any activity.
- 6.4** Premises used for an activity must be left in clean and tidy conditions in default of which the organisers may be charged for any additional cleaning and repairs that are subsequently required. Payment in advance, or evidence of ability to meet such payment, may be required.
- 6.5** The University may require the organisers of an activity to bear the costs for any additional security that is required.

7. Appeals

- 7.1** Appeals against the rulings of the authorised officer may be made to the Vice-Chancellor whose decision shall be final.

8. Awareness

- 8.1** The University will draw this Code to the attention of all staff, students and the Students' Union annually.