



**University of Brighton**

## **External Speakers Policy and Booking Process**

### **Introduction**

This document details the policy and procedure to be followed for booking external speakers. It covers the following:

1. Events hosted by the University of Brighton or the University of Brighton Students' Union.
2. Events hosted by any other organisation that takes place on University premises.
3. All bookings made through South Coast Conferences.
4. Affiliated, funded or branded events taking place off campus, where the University is hosting (or co-hosting) an event.

This process must be followed in all cases where a platform is being given to any external speaker or groups of speakers; this might include, but is not limited to public lectures, research seminars, student society events, meetings and debates and academic conferences.

### **Key Conditions for all events**

It is a condition of all bookings that the following are observed:

- At least 21 days notice of the event is given in accordance with this procedure.
- Events must be open to all
- Events must not incite hatred or violence or any breach of the criminal law
- Events must not spread hatred and intolerance
- Events must not encourage or promote any acts of terrorism or promote individuals, groups or organisations that support terrorism.
- Events must allow open challenge and questions
- Speakers must adhere to the topic notified in advance
- There must be no discrimination, harassment or other harm to individuals
- Speakers must not defame any person or organisation
- Speakers must comply with the University Equality and Diversity Policy.
- There must no gender segregation
- Speakers must comply with the University's Code of Practice on Freedom of Speech and External Speaker Policy.

- Speakers must present ideas and opinions, in particular those that may be contentious or potentially offensive, in the spirit of academic debate, being open to question and challenge.
- Events must not contravene any other University Regulations or Policies (e.g. Health and Safety)
- Events must not raise or gather funds for any external organisation or cause without the express permission of the Registrar and Secretary.

### **Approval of an event with an external speaker**

In deciding whether to approve an event, the University will abide by all relevant legislation including its duties to ensure freedom of speech (as set out in the University's Code of Practice on Freedom of Speech) and its legal obligations including the duty to prevent people from being drawn into terrorism under Section 26(1) of the Counter-Terrorism and Security Act 2015 (the "Prevent Duty").

Overall responsibility for overseeing the booking of external speakers, and for ensuring that organisers of events comply with the provisions of this Code, lies with the Registrar and Secretary (or nominee). Where any risk is identified that a proposed speaker or event might cause incitement to commit criminal acts, expression of hate speech, radicalisation of attendees or possible reputational damage, the request will be referred to the Registrar and Secretary who may seek advice from the Police and/or the Prevent Coordinator. In practice this is initially delegated as set out in 1-3 below. The Event Organiser may choose to use the form appended to this document, but must ensure that the required information as set out on the form is provided to the authorising persons in 1-3 below:

#### **1. Academic Staff Bookings**

All bookings by academic members of staff must be made with the authorisation of their Head of School (or his/her nominee). The Head of School will follow the process for local assessment set out below in deciding whether to refer any event request to the Registrar and Secretary for further consideration under this policy.

#### **2. Events and conference bookings**

External events such as conferences will normally be booked by South Coast Conferences and will be authorised by the Director of Accommodation and Hospitality Services or his/her nominee. The Director will follow the process for local assessment set out below in deciding whether to refer a potential booking to the Registrar and Secretary for further consideration under this policy.

#### **3. Student Union Bookings**

All bookings for Student Union Events must be referred to the Student Experience Manager in the first instance, who will carry out an appropriate risk assessment by reference to the

process below and will escalate the decision accompanied by an appropriate recommendation for determination by the Registrar and Secretary who shall make the final decision.

The Registrar and Secretary may at his/her discretion consult with the Police, the Prevent Coordinator, Student Services, Internal Audit, Community Liaison and Legal Services as appropriate.

### **Process for local assessment of proposed external speakers**

Prior to the confirmation of any external speaker, the event organiser will be responsible for assessing the speaker against the following set of questions:

Question 1: Has the speaker previously been prevented from speaking at the University Brighton or another University or similar establishment or have they previously been known to express views that may be in breach of this Policy and/or its Key Conditions?

Question 2: Does the proposed title or theme of the event present a potential risk that views/opinions expressed by speakers may be in breach of this Policy and/or its Key Conditions?

Question 3: Is the proposed speaker/theme likely to attract attendance from individuals/groups that have previously been known to express views that may be in breach of this Policy and/or its Key Conditions?

If the answer to all three questions is NO:

The event organiser can confirm the external speaker and 'book' them to speak at their event or activity in the normal way. (It is required that the external speaker be sent a copy of the External Speaker Code of Conduct).

If the answer to any of the questions is unclear:

The event organiser must seek guidance from their line manager or head of function, whose responsibility it will be to further review the speaker(s) against the questions above.

Ultimately, if the answer to any of the questions is YES:

It is the responsibility of the event organiser to submit a referral to the Registrar and Secretary.

### **Conditions**

The Registrar and Secretary may in his/her absolute discretion determine whether the event (and/or the booking of the external speaker) shall be allowed to proceed and/or to require the event organiser to comply with various conditions. Permission may be withheld if the event organiser is unable to demonstrate how they will ensure compliance with these conditions.

Such conditions may include, but are not limited to, the following examples:

(a) that tickets be issued;

(b) that an adequate number of stewards be available, in addition to any University or Union security staff deemed appropriate to maintain safety and order;

(c) that the meeting be held in a venue other than that proposed by the organisers;

(d) as to the admission or exclusion of external media and communications personnel:

(e) as to the sale or consumption of alcohol within the premises (subject to licensing law);

(f) as to the arrangements for chairing the meeting, and as to the circumstances in which the meeting may or must be terminated prematurely;

(g) that the designated meeting or activity be declared 'public' or 'private';

(h) that University staff be responsible for all security arrangements connected with the meeting and this cost shall be re-charged to the Event Organiser.

It shall in all cases be open to the Registrar and Secretary

(a) to require that a meeting be held in alternative premises designated by the University;

(b) to invite the Police to be present at any meeting on University premises;

and in any event it shall be open to the Registrar and Secretary to withdraw permission for a meeting if, having originally granted permission, he or she judges that the meeting will not in fact conform to University policy or that safety or public order cannot be guaranteed or if the Event Organiser cannot or will not ensure compliance with any conditions set by the Registrar and Secretary.

Premises used for meetings must be left in clean and tidy condition, 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 pay towards these costs may be required. The University reserves the right to re-charge the organisers of any meeting for any extraordinary expenditure it incurs as a result of that meeting.

### **Appeals**

Appeals against the rulings of the Registrar and Secretary may be made to the Vice-Chancellor, whose decision shall be final.

**Notification of External Speakers Form**

Event title:	
Date:	
Event Organiser's full name:	
Organiser's Contact details: (inc. Address, email, tel contact number)	
Speaker's Full Name	
Title of talk:	
Subject matter:	
Signed:	Dated:

**NB Event Organiser to complete and return as follows:**

- 1. Academic Events – To Head of School or Nominated Deputy**
- 2. External Bookings – To South Coast Conferences**
- 3. Students' Union – To Registrar and Secretary**

Date 3.10.16