WEB VERSION

19 October 2023

**Code of Practice on Freedom of Speech and Expression (part A), including the procedure for the Approval and Management of Meetings and Events with External Speakers (part B)**

**Meetings and Events with External Speakers – Guidance Note**

The [**Code of Practice on Freedom of Speech and Expression**](https://www.leedsbeckett.ac.uk/UPexternal_speakers) sets out the procedures to be followed by staff, students and the Leeds Beckett Students’ Union in connection with the organisation of meetings and activities covered by this Code of Practice and the conduct required of staff, students, the Students’ Union and visitors in connection with such meetings and activities.

The [**Approval and Management of External speakers events procedure (part B of the Code)**](https://www.leedsbeckett.ac.uk/UPexternal_speakers)details the review [**process (flowchart)**](https://www.leedsbeckett.ac.uk/-/media/files/policies/governance-and-compliance/upgc_external_speakers_approval_flow_chart.pdf)and [**checklist**](https://www.leedsbeckett.ac.uk/-/media/files/policies/governance-and-compliance/upgc_checklist_for_approval_of_external_speakers.docx)to follow. All events should be logged on the current [**Events Log**](https://leedsbeckett.sharepoint.com/%3Ax%3A/r/sites/EXR_Events_Team/Shared%20Documents/General/LBU%20EVENTS%20LOG%202022-2023.xlsx?d=wf1c46385e7b84fd19b1bdc960551aded&csf=1&web=1&e=jNu1AE). Where an event is **approved**, the [**External Speakers Code of Conduct**](https://www.leedsbeckett.ac.uk/-/media/files/policies/governance-and-compliance/upgc_external_speakers_code_of_conduct.pdf)should be provided to External Speakers in advance of the event. For further advice, or where external speakers are not approved, please contact the Registrar & Secretary’s Office.

The **Events Log** is a key mechanism through which information is logged to inform our Prevent Accountability and Data Return to the Office for Students. It is therefore essential that this checklist is completed in advance of any external speaker event (whether online or in person), reviewed by the Approving Officer (at least 10 working days before the event), and details entered into the Events Log.

Any concerns regarding an event topic or speakers conduct should be referred to the Registrar & Secretary’s Office.

**What is an external speaker?**

An external speaker is someone who is not a member of the University community who is invited to speak at an event in order to communicate their views, ideas or opinions on a topic. Individuals invited to perform music, compere events or deliver training would not usually be identified as external speakers. The key determination for applying the approach to approve external speakers is whether the event is being offered in the University – either by the University (events affiliated with, funded by or branded in the University’s name) or on University premises.

**What is out of scope?**

The University does not report on external speakers that present at an event that forms part of the **academic curriculum**. Examples of academic activity include, but are not limited to, activities which form part of the University’s teaching, learning, research or other scholarly activity such as a lecture, seminar, group study session, conference, exhibition, performance, academic festival, University society meeting or examination.

Events of this nature should be managed locally within the respective **School** as part of general day to day academic activity of staff and students, with any relevant details kept on record as part of quality assurance processes.

**Checklist for the Approval of External Speakers**

Appendix 3 of the Code of Practice on Freedom of Speech and Expression (part A), including the procedure for the Approval and Management of Meetings and Events with External Speakers (part B)

**Stage 1 – Proposal form** (to be completed by Responsible Officer[[1]](#footnote-1))

**Information of event**

Please include basic event information as required for the [Event Log](https://leedsbeckett.sharepoint.com/%3Ax%3A/r/sites/EXR_Events_Team/Shared%20Documents/General/LBU%20EVENTS%20LOG%202022-2023.xlsx?d=wf1c46385e7b84fd19b1bdc960551aded&csf=1&web=1&e=jNu1AE): e.g., the event title and subject; proposed audience; online or in person; date and proposed venue etc. Click here to enter text

Is there an **external speaker** at the event? Yes/NoIf **yes**, which organisation are they are representing? If yes, click here to enter text

*If the answer is yes, please continue to complete this form.*

**Stage 2 – Screening questions to inform decision** (to be completed by Responsible Officer)

*If the answer to any of the following questions is* ***yes****, further information is likely to be required to inform the Approving Officer’s decision.*

**About the speaker**

Has the speaker previously been prevented from speaking at the University (or any other comparable organisation) because they have expressed views that may be in breach of the [**Code of Practice on Freedom of Speech and Expression**](https://www.leedsbeckett.ac.uk/UPexternal_speakers)?Yes/No

**About the topic**

Does the proposed topic for the event suggest that it is likely that the views or ideas to be put forward, or the manner in which views or ideas are likely to be expressed, may infringe the rights of others, discriminate against others or constitute extremist views that risk drawing people into terrorism or are shared by terrorist groups?Yes/No

Details of currently proscribed organisations can be found [here](https://www.gov.uk/government/publications/proscribed-terror-groups-or-organisations--2).

**About the event/conduct at the event**

Is the event itself likely to constitute a criminal offence, a threat to public order or the health and safety of individuals, incite others to commit criminal acts or be contrary to the civil and human rights of individuals? Yes/No

**Additional considerations and mitigation/conditions**

Is there any other reason to believe that the event requires further consideration, in particular regarding potential mitigations or conditions? Yes/No

If **yes**, what potential mitigations[[2]](#footnote-2) or conditions may be required? Please note any additional considerations. Click here to enter text

*Refer to the Approving Officer for consideration.*

**Stage 3 – Decision of the Approving Officer** (to be completed by Approving Officer[[3]](#footnote-3))

The **Approving Officer** shall select a decision (A, B, or C) from the following:

1. [ ]  The speaker/event presents no significant risks and can go ahead. **OR**
2. [ ]  The speaker/event requires additional mitigations[[4]](#footnote-4) in order to go ahead. **OR**
3. [ ]  The speaker/event presents significant risks that it may not be possible to mitigate.

**Approving Officer:** Name, Role

**Date:** Select today’s date

**Additional comments** from the Approving Officer, including details on any agreed mitigations or any particular considerations for the Registrar & Secretary: Click here to enter text

*If the Approving Officer answers* ***B*** *or* ***C****, refer to the Registrar & Secretary for a final decision.*

**Stage 4 – Referral form** (to be completed by Registrar & Secretary or nominee)

The **Registrar & Secretary** (or nominee) shall select a decision (A, B, or C) from the following:

1. [ ]  The event is approved to go ahead. **OR**
2. [ ]  The event is approved to go ahead with mitigations/conditions. **OR**
3. [ ]  The event is not approved to go ahead (rationale for decision to be recorded).

If the event is not approved to go ahead, please select the reason (refer to annex 3):

[ ]  Procedural matters. **OR**

[ ]  Health and safety. **OR**

[ ]  Reasons related to Prevent risk. **OR**

[ ]  Other matters.

**Approving Officer:** Name, Role

**Date:** Select today’s date

**Additional comments** from the Registrar & Secretary or nominee (include rationale for decision if event is not approved to go ahead): Click here to enter text

**Annex 1**

**Examples of Potential Mitigations**

* Varying the proposed time and location of the event
* Restrict event to internal audience (students and staff)
* Requesting a copy of the proposed guest list in advance
* Opening the event up to a wider audience
* Restrict event access through use of ticketing (‘closed’ event)
* Requirement for the appointment of a named independent chair
* Refusing admission to the media/press
* Additional security – including a specified number of stewards; request for police assistance
* Restricting the display of banners or placards at the event
* Restricting the sale of food and alcohol linked to the event
* Restrictions on how the event is publicised
* Requesting sight of the speaker’s outline or script in advance
* Additional speaker to be invited to ensure a balance of views
* Responsible Officer must attend event and be prepared to terminate event with support from security if Freedom of Speech Protocol is breached

**Annex 2**

**Designated roles carrying the responsibilities of Responsible Officer and Approving Officer**

As set out the [**Code of Practice on Freedom of Speech and Expression**](https://www.leedsbeckett.ac.uk/UPexternal_speakers):

|  |
| --- |
| **Table 1: Responsible Officers and Approving Officers** |
| **Organisation/ originating area** | **Responsible Officer** | **Approving Officer** |
| School or Service | Relevant employee in the area | The Director, Dean or the DVC within the relevant line management structure |
| Trades Union | Union Representative | Director of HR  |
| Students’ Union club or society | Relevant SU officer | SU Chief Executive |
| Athletics Union | Relevant sports society officer | Director of Sport and Active Lifestyles |
| Student  | Student – submitted for approval through Course Tutor where related to course of study  | Dean of School |
| Staff member on behalf of external organisation | Relevant individual from the organisation (may be the staff member) | The Director, Dean or the DVC within the relevant line management structure |

**Annex 3**

**Reason for rejection**

As part of the University’s Prevent: accountability and data return, the University is required to show the reason that each event or speaker was rejected, using the following categories: health and safety, procedural matters, reasons related to Prevent risks or other matters. These are defined as follows:

1. ‘Procedural matters’ relates to the need for the provider to adhere to its policy and procedure. For example, where the timescales for submission of a request as specified in a policy were not met so there was insufficient time to make a decision about a case and it was therefore not approved on that basis.
2. ‘Health and safety’ relates to a risk of accident or injury. For example, where the nature of the event itself is deemed to present a risk to safety or a venue offering sufficient capacity for an event to go ahead is unavailable.
3. Reasons related to Prevent risk relates to the risk of radicalisation. For example, where the speaker has previously been found to have promoted a proscribed terrorist organisation.
4. Rejections because of ‘Other matters’ relates to any other reason. For example, closure of venues due to social-distancing restrictions.
1. Refer to ‘Table 1: Responsible Officers and Approving Officers’ of the [Code of Practice](https://www.leedsbeckett.ac.uk/UPexternal_speakers) – see annex 2 below. [↑](#footnote-ref-1)
2. Refer to annex 1 below, examples of mitigations or conditions. [↑](#footnote-ref-2)
3. Refer to ‘Table 1: Responsible Officers and Approving Officers’ of the [Code of Practice](https://www.leedsbeckett.ac.uk/UPexternal_speakers) – see annex 2 below [↑](#footnote-ref-3)
4. The Approving Officer must take responsibility for oversight of any agreed conditions or mitigations required for the event to go ahead. [↑](#footnote-ref-4)