

AGENDA

The meeting will be held at 09:30 in G05 Old Broadcasting House, City Campus

| Preliminary Items | | Item | Led by |
|--------------------------------|--|--|---------------|
| 1 | Apologies | Verbal | D Lowen |
| 2 | Declarations of interest | Verbal | D Lowen |
| 3 | Minutes of the last meeting held on 22 November 2019 | HEC-1920-029 CONFIDENTIAL | D Lowen |
| 4 | Matters arising | HEC-1920-030 CONFIDENTIAL | C Thomas |
| 5 | Chair's Report | Verbal | D Lowen |
| 6 | Vice Chancellor's Report | HEC-1920-031 CONFIDENTIAL To follow | P Slee |
| Strategic Insight | | Item | Led by |
| 7 | Carnegie School of Sport <i>TBC</i> | Presentation | P Mackreth |
| Reports from Committees | | Item | Led by |
| 8 | Report of the Finance, Staffing & Resources Committee – 30 and 31 January 2020 | HEC-1920-032 CONFIDENTIAL | J Dent |
| 9 | Report of the Audit Committee – 7 February 2020 | HEC-1920-033 CONFIDENTIAL | N Whitaker |
| 10 | Report of the Governance and Nominations Committee – 14 February 2020 | HEC-1920-034 CONFIDENTIAL | P Marsh |
| 11 | Report of the Academic Board – 26 February 2020 | HEC-1920-035 CONFIDENTIAL | P Slee |

~ Refreshment Break ~

| Financial Sustainability | | Item | Led by |
|--|--|-------------------------------------|---------------|
| 12 | Capital Investment Proposal - Strategic Context | HEC-1920-036 CONFIDENTIAL | P Slee |
| 13 | Student Recruitment Growth proposals | HEC-1920-037 CONFIDENTIAL | T Lancaster |
| 14 | Estates Masterplan – Scenario Planning | Presentation | T Armour |
| 15 | Financial and Capital Expenditure Update Report | HEC-1920-038 CONFIDENTIAL | P Harrison |
| Academic Quality and the Student Experience | | Item | Led by |
| 16 | Students' Union Report | HEC-1920-039 | C Hind |
| 17 | Academic Assurance Report | HEC-1920-040 CONFIDENTIAL | P Cardew |
| Governance & Compliance | | Item | Led by |
| 18 | Code of Practice on Freedom of Speech and Expression | HEC-1920-041 | C Thomas |
| 19 | Appointment of the Chair and Deputy Chair | HEC-1920-042 CONFIDENTIAL | C Thomas |
| 20 | Appointment of Committee Chairs | HEC-1920-043 CONFIDENTIAL | C Thomas |
| 21 | Health & Safety Update | HEC-1920-044 CONFIDENTIAL | T Lancaster |
| OfS Updates | | Item | Led by |
| 22 | Overview of OfS sector publications | HEC-1920-045 | C Thomas |
| 23 | Reportable Events | HEC-1920-046 CONFIDENTIAL | C Thomas |
| 24 | Information request in relation to COVID-19 | HEC-1920-047 | C Thomas |
| Other Business | | Item | Led by |
| 25 | Schedule of Business 2019/20 | HEC-1920-048 | C Thomas |

Details of next meeting:

The Board of Governors away day is on Friday 01 May 2020. Timings and further details will be confirmed closer to the time.

The next meeting of the Board of Governors is on Friday 15 May 2020 at 09:30 in G05 Old Broadcasting House, City Campus.

■ *Shaded items indicate that the Board / Committee is being asked to make a decision.*

**Starred items will be taken without discussion unless a member notifies the Chair or Secretary in advance that she or he wishes the item to be open for debate*



Students' Union Report

Purpose of Report

This report is to summarise the work undertaken by the Students' Union and inform the Board of key issues and developments.

Action Requested

The report is for information and to note

Key Issues

This report provides an overview of the current work and activity of the Students' Union as well as a summary of the previous year. This includes successes and achievements, Officer objective updates and our Strategic Plan.

Author

Name: Charlie Hind, Union Affairs Officer

Date: 10th March 2020

Students' Union Report

Introduction

An update for the Board of the significant events, achievements and occurrences in the Students' Union since the last meeting of the Board of Governors.

Synopsis of how the SU is doing

1. It's been a busy start to the term, with Refreshers week, National Student Volunteering Week, Leadership Elections and nominations opening for Golden Robes and Union Awards.
2. The Officer team have discussed with the University Executive Team regarding a pledge to make no investments in fossil fuels. It was broadly agreed that the pledge would generate positive PR for the University as well as reaffirming its commitment to tackling the climate crisis.

Highlights of Current Successes and Achievements

3. We have recruited over 1,000 Course Representatives this year and 74% of these students have completed their induction training. This is a significant increase on the last two years (50% in 2018/19 and 31% in 2017/18). For any January starters Course Rep training is still available online.
4. There are now 36 course-based societies at Leeds Beckett Students' Union and an additional five societies are in the process of being established.

Leadership Elections

5. The Students' Union Leadership Elections took place at the end of February and 26 candidates stood for the five full-time roles.
6. 27% of the candidates who stood for Officer roles were Black, Asian or Minority Ethnic (BAME) candidates and following the results, three BAME students were elected to full-time Officer positions.
7. A total of 2,280 unique voters (up from 2,042 in 2019) participated in the Elections.

| | 2017 | 2018 | 2019 | 2020 | % change on previous year |
|---------------------|------|------|------|------|---------------------------|
| Union Affairs | 2469 | 2107 | 1720 | 1923 | +11.8% |
| Education | 1403 | 1518 | 1615 | 1875 | +16.1% |
| Welfare & Community | 1825 | 1641 | 1613 | 1876 | +16.3% |
| Activities & Events | 1693 | 1499 | 1638 | 1844 | +12.6% |

| | | | | | |
|----------------------|------|------|------|------|--------------|
| Equality & Diversity | 1787 | 1455 | 1641 | 1656 | +0.9% |
|----------------------|------|------|------|------|--------------|

8. The elected full-time Officer team for 2020/21 is:

Barbara Pereira - Union Affairs Officer
 Sherry Iqbal - Education Officer
 Pango Simwaka - Welfare & Community Officer
 Kay Rhoden-Campbell - Equality & Diversity Officer
 Anna Crooks - Activities & Events Officer

Officer Objectives

9. Charlie Hind, Union Affairs Officer

Charlie Hind, Union Affairs Officer, is working to improve and protect students' rights, welfare and pay in their Leeds workplace through the creation of a Student Workers' Charter. The charter has now been drawn up and includes demands for Trade Union Access, consultation before rota changes, all tips going to staff and an anti-sexual harassment policy. Charlie is now in the process of reaching out to businesses in Leeds to get them to sign up.

10. Sherry Iqbal, Education Officer

Sherry Iqbal, Education Officer, has been organising a series of workshops to launch throughout March to support her objective of ensuring BAME students' feelings of belonging at Leeds Beckett University. The workshops will focus on Colonialism, Resilience, Colourism and Decolonising the Curriculum. A BAME Ambassador Conference is also planned to take place on 24th March and projects such as being brave about language and a Race Hate campaign will launch at this event. Invitations are extended to all Committee members.

11. Jess Carrier, Welfare & Community Officer

Jess Carrier, Welfare & Community Officer, is scheduling meetings with Deans, Academic Service Managers and other relevant staff to discuss approaches to mental health training, and how we can build a whole institution approach. The initial response by Deans so far has been fantastic. Our Suicide Prevention campaign week is commencing on the 16th March with a range of activity taking place, such as Look After Your Mate Training, Workshops on Men's Mental Health, and talks across the week. Jess will also be promoting messages on social media about the importance of knowing how to have a safe and open conversation about mental health and suicide, and how to effectively signpost someone to appropriate help. The University's Creative Team have been helping to film some talking head style videos of students lived experiences of mental health, to be shared that week.

12. Ahmed Ali, Equality & Diversity Officer

Ahmed Ali, Equality & Diversity Officer, has expanded his objective and is now working to establish an Equality, Diversity & Inclusion Steering Group to embed the Students' Union's Equality, Diversity & Inclusion Strategy. Ahmed has been working with the Equality Reps to establish working groups

with SU staff to support their objectives, including the planning of events for International Women's Day and Campus Pride. Ahmed has also been working with the University on the provision of purpose-built faith spaces.

13. Barbara Pereira, Activities & Events Officer

Barbara Pereira, Activities & Events Officer, has focused on organising a TEDx event with the University. This event took place on 6th February and due to its success Barbara organised a student showcase of the event enabling students from Headingley campus to be part of the event. 30 students attended this event. Barbara has also been working with the Welfare & Community Officer to support a student to put on a guest talk as part of her In Conversation series. Barbara is also working closely with student societies to support them in putting on events.

14. Team objective

As a team, the Officers have been working in collaboration to improve the overall housing experience for Leeds Beckett students. They are working to improve the transitional period from halls to houses, lobbying to make halls more inclusive, lobbying to improve living conditions and arguing for a cut in rent.

The cut the rent campaign was launched on the UK national Rent Strike day, including a visit from the NUS VP Welfare and the campaign gained a lot of traction on social media with many students showing their support.

The Officers have conducted research by talking to students about their experience of moving from halls to houses, and a guide will be put together from the information gathered from those students.

The goal of making halls more inclusive is also coming along well, as the Officers have created a survey to gather feedback on what options students want available when choosing their accommodation. Officers are also investigating the work other Students' Unions have done on inclusivity in halls. The University will be presented with a list of recommendations at the end of the year.

The Officers have also been making progress on improving the provisions for students who find themselves homeless, with discussions ongoing with Unipol about welfare packs. A new process has also been agreed so that students can be placed in accommodation before receiving hardship funding.

Give or Take Food Bank

15. During Student Volunteering Week in February, Leeds Beckett Students' Union opened a Give or Take Food Bank which will be operating at both City and Headingley campus. The food bank is open Tuesdays 12-2pm at Headingley Campus and Wednesdays and Fridays 12-2pm at City Campus.

16. The food bank relies on donations from students and staff and donations can be made to the Students' Union Helpdesks.

17. The Give or Take Food Bank was set up because after speaking to many students, the Students' Union realised more support was needed for students struggling financially and more needed to be done to reduce food waste.
18. The food bank offers a safe space that any student at Leeds Beckett can use when times are hard and will work to connect students with the University's Hardship Fund if necessary.
19. This story has been picked up by the Yorkshire Evening Post, as well as being featured on the front page of the Morning Star and will hopefully add pressure on the Government to provide more provisions for students.

Student Minds University Mental Health Charter

20. The University Mental Health Charter has been developed based on feedback from thousands of staff and students to help create a document that will ensure that we strive towards a culture of mental health in Higher Education that means every student can thrive and succeed.
21. The Charter itself is made up of principles of good practice that are aligned closely with the UUK Mentally Healthy Universities Framework (formally known as StepChange) to ensure that Universities can take an effective whole institution approach to student mental health.
22. These principles form what will be the Charter Award Scheme that is being developed over the course of this year, which will accredit, recognise and reward institutions that promote positive mental health and demonstrate these principles of good practice.
23. The Students' Union feels that the University, should push towards meeting the standards and achieving the charter. However, this will only be possible if we gain high-level commitment to implementing the Student Mental Health Action Plans that have been developed over the past two years. To achieve institutional change, we must adopt a truly whole institution approach that spans across all Schools, services and departments, and working together towards the Charter will support this.
24. For more information, the principles of good practice can be found here: https://www.studentminds.org.uk/uploads/3/7/8/4/3784584/191202_summary_leaflet_01.pdf and the Charter can be found here: https://www.studentminds.org.uk/uploads/3/7/8/4/3784584/191208_umhc_artwork.pdf

Students' Union Strategic Plan Development Update

25. The Students' Union is in its final year of the current Strategic Plan 2017-20 and has undertaken an extensive research project to inform the creation of the future Strategic Plan.
26. We have consulted with students through a survey and focus groups, held workshops with Students' Union staff and Officers, undertaken a survey with two local sixth forms/colleges and held interviews with key stakeholders within the University and externally, including charity partners and NUS.

27. The research has provided us with insight into what our members perceive to be the role of LBSU, the concerns of students, our strengths and weaknesses and what our priorities should be for the future.
28. The Strategic Plan Working Group is now collating this research to create a plan which reflects the needs and voices of Leeds Beckett University students. The plan will be sent to our Board of Trustees for approval in May and brought to the Board of Governors in July.

Conclusions and recommendations

The Board is invited to note this report.



Code of Practice on Freedom of Speech and Expression, and Procedure for the Approval and Management of Meetings and Events with External Speakers

Purpose of Report

This paper provides the Board with the revisions made to the Code of Practice on Freedom of Speech and associated procedure and seeks final approval as set out below.

Action Requested

The report is for decision

Key Issues

The University is required to have a Code of Practice on Freedom of Speech. This is a legal and also a regulatory requirement (OfS).

The current Code of Practice and procedure were last reviewed in 2015. Documentation has been reviewed and updated significantly, with a particular focus on putting in place a workable procedure to allow the University to gather information required for its Annual Prevent Return to the OfS on external speakers.

- a. The Code has been re-structured to focus on Freedom of Speech with a related procedure on approval on events.
- b. References to the OfS have been updated and more recent publications from the Equality and Human Rights Commission included.
- c. A significant section has been added regarding duties under the Equality Act 2010 to clarify the parameters for freedom of speech.
- d. A clearer process regarding the approval of events with external speakers has been added. This includes working definitions, a table of responsibilities, flowchart, reference to a new process with a University-wide events log and an External Speakers Code of Conduct.

The proposed changes are the result of significant consultation, including through a presentation to a University-wide meeting on events management to explain the University's obligations regarding Freedom of Speech and Prevent. A significant aspect of this was to re-emphasise the importance of supporting events with potentially controversial speakers to go ahead, which was welcomed.

Appendices

Appendix A - Revised Code of Practice on Freedom of Speech and Expression

Finance / Resource Implications

[Summarise any new or significant financial or resourcing implications in the report or in the recommended action or remove this section from the cover sheet if not applicable]

Legal / Regulatory Implications

[Summarise any new or significant legal or regulatory implications in the report or in the recommended action or remove this section from the cover sheet if not applicable]

Author

Name: Alison Kennell, Interim Head of Regulatory Compliance and Assurance

Date: 6 February 2020

Approval Route

Name: Caroline Thomas, University Secretary

Date: 6 February 2020

Name: University Executive Team

Date: 11 February 2020

Name: Academic Board

Date: 26 February 2020

Leeds Beckett University

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)

| | |
|--|---|
| Scope | <p>This Policy and Procedure applies to:</p> <ul style="list-style-type: none"> • all employees and other individuals whose normal place of work is on University premises • all registered students • Leeds Beckett Students' Union • external visitors to the University's premises or visitors attending events organised in the University's name |
| Approval | For approval by Academic Board and the Board of Governors February/March 2020 |
| Due for Review | 2020 (last reviewed 2015) |
| Sensitivity | Open to public |
| Author/Owner | University Secretary's Office |
| Key Contacts | University Secretary Head of Regulatory Compliance and Assurance |
| Version Control - log of reviews/edits | <ul style="list-style-type: none"> • Approved by UET • Approved by Academic Board [date] • Approved by Board of Governors [date] |
| Key External reference points | <p>Freedom of speech - Office for Students 2018</p> <p>Prevent Duty Guidance for HEIs in England and Wales (last updated 2019)</p> <p>Freedom of Expression: Legal Framework 2015, Equality and Human Rights Commission</p> <p>Freedom of Expression: a guide for higher education providers and students' unions in England and Wales 2019, Equality and Human Rights Commission</p> |
| Links to other internal policies and procedures | <p>Other relevant procedures include:</p> <p>Equality and Diversity Policy</p> <p>Event Log</p> <p>Use of Computers Policy</p> |
| Appendices | <p>Appendix 1 - External Speakers' Code of Conduct</p> <p>Appendix 2 - Procedure for the Approval and Management of Meetings and Events with External Speakers Approval Flowchart</p> <p>Appendix 3 - Checklist for approval of External Speakers</p> |

Leeds Beckett University

A: Code of Practice on Freedom of Speech and Expression

Introduction: legal and regulatory framework

1. Section 43 of the Education (No2) Act 1986 places a duty on universities in England and Wales to take such steps as are reasonably practicable to ensure that freedom of speech on university premises is secured for university staff, students and visiting speakers. The same principles apply to off-campus activities held in the University's name and the promotion on campus of off-campus activities. It also applies to premises occupied by LBU Students' Union.
2. Section 26 of the Counter-Terrorism and Security Act 2015 imposes a duty on the University to have due regard to the need to prevent people from being drawn into terrorism. This is commonly referred to as the "PREVENT duty".
3. The requirement to ensure the right of freedom of speech includes the obligation to ensure, as far as is reasonably practicable, and within the constraints of the Counter-Terrorism and Security Act 2015, that the use of any university premises is not denied to any individual or body of persons on the grounds of their beliefs, views, policies or objectives.
4. The Office for Students (OfS) requires registered providers to comply with the Public Interest Governance Principles, including freedom of speech, as a condition of registration. The University is committed to encouraging the expression and exchange of views - including on difficult and controversial issues. Freedom of speech is however not an absolute right and must be balanced with other legal obligations – see paragraphs 15 and 22 below.

Establishment of a Code of Practice

5. As part of its statutory obligations the University is required to establish a written code, setting out the procedures to be followed by staff, students and Leeds Beckett Students' Union in connection with:
 - a) the organisation of meetings and activities covered by this Code of Practice ('the Code'); and
 - b) the conduct required of staff, students, the Students' Union and visitors in connection with such meetings and activities.
6. This document fulfils the University's obligations in this regard.

Appendix A

Application of the Code

7. Specifically, this Code applies to:

- a) all employees of the University and other individuals whose normal place of work is on University premises;
- b) all registered students of the University;
- c) Leeds Beckett Students' Union, including all associated societies and clubs; and
- d) all societies and clubs established by and within the University, including those affiliated to the Athletic Union;
- e) external visitors to the University's premises or visitors attending events organised in the University's name or otherwise associated with the University.

The principle of freedom of speech and expression

8. Freedom of speech is a fundamental right and is protected under the Human Rights Act 1998. The University understands and upholds the principle of freedom of speech and expression as established in English Law as one of the fundamental precepts on which all institutions of learning should be founded.
9. The University's commitment to academic freedom is contained in its Articles of Government (Article 42):

... the Board of Governors shall have regard to the need to ensure that academic staff of our University have freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their jobs or any privileges they may have at the University.

10. This Code sets out the rights and obligations of those to whom it applies in relation to the principle of freedom of speech. It should be understood and applied within the spirit of upholding the principle of freedom of speech wherever reasonably possible within the context of the existing legal framework.
11. Nothing in the Code shall be taken to prohibit the exercise of the right to protest by peaceful means or to take industrial action provided that those means do not entail breach of the law or University regulations.
12. Employees of the University, its Students' Union and all students of the University shall understand and accept that becoming a member of the University entails obligations and responsibilities which are consistent with the principle of freedom of speech and expression.

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13. Where any person or organisation subject to the Code wishes to hold a meeting or event with an external speaker, the University and Students' Union shall not unreasonably refuse consent.
14. It shall not be a reasonable ground of refusal for a meeting or event that the views likely to be expressed there may be controversial or contrary to any policy of our University, provided that the expression of such views is lawful.
15. The University's [Equality and Diversity Policy](#) sets out its commitment to providing a working and learning environment that values equality and diversity. The University is committed to sustaining an environment that is free from all forms of unfair treatment, discrimination, harassment and victimisation and is committed to fostering good relations as required by the Equality Act 2010. The University will seek to balance its obligations under the Equality Act and other legislation (See paragraph 22 below) when considering the exercise of freedom of speech rights. For the avoidance of doubt, the University's commitment to freedom of speech does not offer protections to those who seek to unlawfully discriminate against, harass or incite violence or hatred against other persons or groups: the human right to freedom of speech cannot limit or undermine the human rights of others.

Notification of obligations under the Code

16. The obligations and responsibilities of all staff and students shall be drawn to their attention at the point they join the University.
17. The University shall bring the Code to the attention of its students annually.
18. The Students' Union is required to ensure that the conditions of employment for its employees include a statement which stipulates that employees have an obligation to comply with the provision relating to freedom of speech and expression under the Education (No.2) Act 1986 (Section 43) and the Code.
19. The Students' Union shall bring the Code to the attention of its employees and take the necessary steps to ensure that they comply with it.
20. Staff, students and sabbatical officers of the University and employees of the Students' Union shall bring the Code to the attention of any outside organisations where they are aware that they:
 - a) are providing speakers for an event;
 - b) are responsible for organising meetings; and/or
 - c) have booked or intend to book University premises (including premises occupied by the Students' Union).

Appendix A

21. An *External Speakers' Code of Conduct* (appendix 1) is in place, setting out the University's expectations. The *Code of Conduct* is shared with all External Speakers through the Responsible Officer (see paragraph 36 below).

Limits on the principle of freedom of speech and expression

22. The principle of freedom of speech and expression operates within the limits placed on it by the law, including but not limited to:

- a) the provisions of equality and counter-terrorism legislation which prohibits incitement to hatred and violence based on prejudice against specific groups;
- b) criminal law, which prohibits incitement to commit a crime or sedition;
- c) common law which prohibits defamation;
- d) statutory and common law, which prohibits actions that constitute contempt of court; and
- e) health and safety law.

Academic activities

23. It shall be contrary to the Code for any individual or body to which the Code applies to take any action (other than by reasonable and peaceful persuasion or peaceful protest) to prevent, disrupt or put a stop to any academic activity (i.e. 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) because of the lawful views held or expressed or which are reasonably likely to be expressed, (whether or not within the University) by participants in that academic activity, unless the expression of those views is reasonably decided by the University to be likely to jeopardise public safety and order and/or the safety of staff and students or appears otherwise contrary to the law, including breach of the Equality Act.

24. It shall also be contrary to the Code for any individual or body to which the Code applies to take any action (other than reasonable and peaceful persuasion or peaceful protest) to prevent any student or group of students from attending any academic activity required by, or properly associated with, the course for which they are enrolled because of the views or beliefs held or lawfully expressed (whether or not within the University) by that student or because of the reasonable likelihood that such views will be expressed.

25. Where there are legitimate concerns that academic activities are likely to be delayed or disrupted by improper means, anyone associated with the organisation of the activity in question is required

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to report their concerns immediately and in writing to the University Secretary's Office (secretary@leedsbeckett.ac.uk).

26. The University Secretary (or nominee) is authorised and empowered to determine and implement any reasonable and lawful action to mitigate or remove the delay or disruption. Everyone associated with the activity in question shall co-operate with the University Secretary's Office's directions in this regard.
27. All reports of likely delay or disruption to legitimate academic activity and all actions taken by the University Secretary to mitigate or remove delay or disruption shall be reported to the Vice Chancellor and the Chair of the Board of Governors and to the following meeting of the Board of Governors.

Distribution of Literature on University Premises

28. No party external to the University may distribute literature (including but not limited to posters and flyers) on University premises without permission from the University Secretary's Office. Any such unauthorised literature discovered on University premises will be removed and destroyed.

Digital Media and Use of University IT Equipment

29. The University considers that the right to Freedom of Speech within the law also extends to digital media.
30. Use of University IT equipment is covered by the University's [Use of Computers Policy](#). Section 5 clarifies unacceptable use of University IT equipment. Unacceptable use includes any illegal activity and the creation, display, download, production, store, circulation or transmission of unlawful material or material that is indecent, offensive, defamatory, racist, threatening, discriminatory or extremist in any form or medium.

Appendix A

B: Approval and Management of Meetings and Events with External Speakers

1. The University has a procedure for the approval and management of events with external speakers to ensure that freedom of speech within the law is protected. This does not mean that any group or speaker has a right to be invited to speak. However, where a speaker has been invited, the University must protect their right to freedom of speech within the law.
2. 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.

Scope

3. This procedure applies to all events with external speakers which are affiliated with, funded by or branded in, the University's name irrespective of where they take place.
4. This procedure sets out specific responsibilities that apply to all members of staff, all students, members of the public who are attending a University event, the activities of Leeds Beckett Students' Union, any societies or clubs registered with it, the Athletic Union and affiliated clubs.
5. The procedure does not apply to general day to day academic activity of staff and students (e.g., lectures, seminars) and business activity of staff (e.g., staff development activity).

Responsibility for Events with external speakers

6. Any organisation, group, member of staff or student proposing to organise an event with an external speaker must ensure that a single "Responsible Officer" is identified who will be responsible for the organisation and conduct of the event.

Responsible Officer

7. The Responsible Officer must:
 - a. Complete a screening questionnaire to provide brief information on the event and proposed external speaker in a timely way;
 - b. Submit the request for an event with an external speaker to an Approving Officer. Approval is required for the event to proceed but will not unreasonably be withheld;
 - c. Accept responsibility for the smooth-running of the event and usually be present at the event or designate a nominee to act as a Responsible Officer at the event;

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- d. Provide the external speaker with the University's *External Speakers' Code of Conduct*.

Approval of events with external speakers

8. Arrangements for booking and approval of an event with an external speaker follow a common process. A flowchart to illustrate the process is provided as appendix 2.

The Approving Officer

9. Designated roles with the University also have responsibility for approving events with external speakers (see table 1 below). The Responsible Officer must submit a request for an event with an external speaker to an Approving Officer.
10. The Approving Officer must:
 - (a) Consider the request in a timely way;
 - (b) Reach a decision on whether the event is approved, approved with mitigations/conditions or not approved;
 - (c) Communicate the outcome to the Responsible Officer in a timely way;
 - (d) Take responsibility for oversight of any conditions or mitigations required for the event to go ahead;
 - (e) Refer on to the University Secretary any request which they are not able to approve;
 - (f) Ensure that appropriate records of decisions are kept.
11. The Approving Officer may, at their discretion, seek additional information from the Responsible Officer or seek further advice from the University Secretary.

University Secretary (or nominee)

12. The University Secretary must:
 - (a) Provide advice as required to Approving Officers;
 - (b) Consider requests referred for decision in a timely way;
 - (c) Seek expert advice from the University lawyers, police or other external organisation as required;
 - (d) Act as the highest level decision-maker on whether an event is approved, approved with mitigations/conditions or not approved;
 - (e) Communicate the outcome to the Approving Officer in a timely way;
 - (f) Ensure that appropriate records of decisions are kept;
 - (g) Maintain oversight of the University's Code of Practice and support the Board of Governors in discharging its responsibilities for review of the Code;

Appendix A

- (h) Decide whether any concerns raised after an event relating to an external speaker and the University's obligations on freedom of speech require investigation and if so to arrange for such an investigation to take place.

Approval Process

13. The Responsible Officer should request approval for any external speaker(s) from the relevant Approving Officer in writing at least 10 working days before the event.
14. A checklist of information required by the Approving Officer is set out at appendix 3. The Approving Officer may request additional information from the Responsible Officer if they are unable to make a decision based on the information provided.
15. The Approving Officer will consider the request and will make one of the following decisions:
 - (a) The speaker/event presents no significant risks and can go ahead;
 - (b) The speaker/event requires additional mitigations in order to go ahead (mitigations might include, for example, additional security, a requirement for ticketing or the addition of another speaker to provide a balance of views at the event. A more detailed list of potential mitigations is provided as part of the checklist in appendix 3);
 - (c) The speaker/event presents significant risks that it may not be possible to mitigate. If this is the decision, the matter will be referred to the University Secretary for a final decision.
16. In any case, the University Secretary's Office is available to provide advice and support.
17. Where a decision is referred to the University Secretary (or nominee), a check will be performed on the speaker, and further advice or direction provided to the Approving Officer. If on conducting the check the University Secretary has any concerns over the nature of the speaker they will seek advice from the police or other appropriate body in order to make an informed decision.
18. Following consideration of relevant advice, the University Secretary will reach one of the following decisions:
 - the event is approved to go ahead;
 - event is approved to go ahead with mitigations/conditions;
 - the event is not approved to go ahead.
19. Brief information on the reasons for the decision will be recorded.
20. Where necessary, the University Secretary's Office will ensure that University Security Services are alerted to the event and any possible issues in order to ensure the safety of those present.
21. The Approving Officer is responsible for ensuring that records of requests for events with external speakers are kept along with the outcomes of such consideration. At summary level, this information should be recorded in the [Events Log](#), co-ordinated by the University's Events Team.

Appendix A

22. The University Secretary's Office will keep a record of requests requiring the highest level of approval. Annually, the University Secretary's Office will seek information from Approving Officers on requests for events with external speakers as recorded in the [Events Log](#). **The Events Log is the mechanism through which information is logged to inform our Prevent return to the OfS; it is therefore important that it is completed.**
23. Designated roles carrying the responsibilities of Responsible Officer and Approving Officer are set out below, in relation to the origin of requests for external speaker events.

Table 1: Responsible Officers and Approving Officers

| Organisation/originating area | Responsible Officer | Approving Officer |
|---|--|---|
| School or Directorate | Relevant employee in the area | The Director, Dean or the DVC within the relevant line management structure |
| Trades Union | Union Representative | Director of HR Services |
| 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 or directly to Conference Manager where not related | Dean of School Conference Manager |
| External organisation | Relevant individual from the organisation | Conference Manager (who will determine or seek advice on whether the proposed event falls under the Code of Practice) |
| Staff member on behalf of external organisation | Relevant individual from the organisation (may be the staff member) | Conference Manager (who will determine or seek advice on whether the proposed event falls under the Code of Practice) |

24. Once approval has been given for an event, space should be requested through the Timetabling Office, Conference Office or Events Team as appropriate (depending of the space requirements, support required and time of year). These teams will seek confirmation of approval of the external speaker and any conditions or required mitigations before booking the necessary space.

Appendix A

Misconduct at Events

25. Should any member of staff or student have concerns over conduct or content during an event this should be raised immediately with the Responsible Officer or their representative at the event. The University reserves the right to halt an event at any time if it reasonably believes that it cannot guarantee the safety of those present or if it reasonably believes that to allow the event to continue would cause a breach of the law.
26. After the event, concerns can be reported to the University Secretary who will make a decision on whether an investigation is required and arrange of such an investigation to be carried out if necessary.
27. Should any misconduct or damage occur at an event then the University will seek to recover any costs of restoration and will, if appropriate, invoke staff or student disciplinary procedures.
28. The University may use information from previous events (including concerns raised) to inform decisions on whether or not to accept future bookings.

Where consent for an event is withheld

29. Authority to refuse consent or withhold facilities for a meeting or similar event shall be reserved to the University Secretary or nominee.
30. In reviewing such matters the University Secretary shall give consideration to putting in place arrangements/conditions (e.g., provision of stewards, variation of location and time, and whether such an event should be open to the public at large) which may adequately mitigate or remove the risk of any factor in paragraph 22 of the Code materialising. The University Secretary's Office has the authority to impose such arrangements or conditions on event organisers.
31. Where the University Secretary forms the view that their power to regulate events by condition is insufficient to prevent serious disorder in premises subject to the University's control, they may decline to permit such events to be held. Before doing so, however, they may consult the police with a view to establishing whether the serious disorder could be prevented or otherwise dealt with appropriately by attendance of police officers or some other conditions.

Right of review of the decision of the University Secretary

32. If any person or organisation believes that the actions of the University Secretary in refusing permission or facilities for the holding of any event, or the actions of the University in imposing conditions are unreasonable, they shall have a right to make representations to the Vice Chancellor within five working days of receiving the final decision of the University Secretary. The Vice Chancellor shall consider such representations and within five working days of receipt shall

Appendix A

confirm in writing to the person or body making them whether the original decision is to be upheld or varied.

33. Where breaches of the criminal law occur, the University shall assist with police investigations and, if charges are preferred, with the conduct of judicial proceedings as necessary.

Review of the Code

49. Section 43 of the Education (No.2) Act 1986 requires under subsection 3 that the Board of Governors shall issue, and keep up to date, a Code of Practice on Freedom of Speech. In order to comply with this duty, the Board of Governors shall review, formally, the operation of the Code at least every five years.

Appendix A

Further Resources

1. Officeforstudents.org.uk. (2018). *Freedom of speech - Office for Students*. [online] Available at: <https://www.officeforstudents.org.uk/advice-and-guidance/student-wellbeing-and-protection/freedom-of-speech/>
2. GOV.UK. (2018). *Chapter 5: Protecting charities from abuse for extremist purposes*. [online] Available at: <https://www.gov.uk/government/publications/protecting-charities-from-abuse-for-extremist-purposes/chapter-5-protecting-charities-from-abuse-for-extremist-purposes>
3. Universitiesuk.ac.uk. (2015). *Parliamentary briefing: Freedom of speech on campus*. [online] Available at: <https://www.universitiesuk.ac.uk/policy-and-analysis/reports/Pages/briefing-freedom-of-speech-on-campus.aspx>
4. Safecampuscommunities.ac.uk. (2019). *Equality and Human Rights Commission, Freedom of Expression: a guide for higher education providers and students' unions in England and Wales*. [online] Available at: https://www.safecampuscommunities.ac.uk/uploads/files/2019/03/freedom_of_expression_guide_for_higher_education_providers_and_students_unions_england_and_wales.pdf [Accessed 28 Jan. 2020].
5. Universitiesuk.ac.uk. (2013). *UUK External Speakers in HEIs*. [online] Available at: <https://www.universitiesuk.ac.uk/policy-and-analysis/reports/Documents/2013/external-speakers-in-higher-education-institutions.pdf>
6. Equalityhumanrights.com. (2020). *Equality and Human Rights Commission Gender Segregation at events and meetings: guidance for universities and students' unions*. [online] Available at: https://www.equalityhumanrights.com/sites/default/files/guidance_for_universities_and_students_unions_17-07-14.pdf
7. Equalityhumanrights.com. (2015). *Equality and Human Rights Commission: Freedom of Expression: Legal Framework*. [online] Available at: https://www.equalityhumanrights.com/sites/default/files/20150318_foe_legal_framework_guidance_revised_final.pdf

Appendices

1. Appendix 1 - External Speakers' Code of Conduct
2. Appendix 2 - External Speakers' Approval Flowchart
3. Appendix 3 - Checklist for approval of External Speakers

Appendix 1

EXTERNAL SPEAKERS' CODE OF CONDUCT

1. This Code of Conduct is provided to an external speaker in advance of an event. The external speaker should be asked to confirm that they have read and understood the requirements of the Code of Conduct in advance of the event. The Students' Union has its own Code of Conduct for External Speakers.

Introduction

2. This Code of conduct exists to ensure that all speakers taking part in a Leeds Beckett University branded, hosted or run event or activity, whether on University premises in Leeds or elsewhere, act in accordance with its requirements regarding freedom of speech.

Context

3. Universities operate within in a complex regulatory and legal framework. It is therefore important that all visiting speakers understand the context that governs speaking at a Leeds Beckett University event.
4. The University has an obligation to protect freedom of speech and is committed to encouraging the expression and exchange of views – including on difficult and controversial issues. However, freedom of speech is not an absolute right and must be balanced with other legal obligations. The University therefore will seek to ensure that any visiting speaker does not break the law or breach the lawful rights of others.
5. The University has a duty to protect staff, students and visitors from hate crimes, harassment, defamation, breach of human rights, unfair treatment, breach of the peace and terrorist ideology whilst they are at a University branded event. In permitting events to be held on its premises, the University must also discharge responsibilities relating to health and safety, public meetings and public order.

Conduct

6. The University expects visiting speakers to act in accordance with the law and not to breach the lawful rights of others.
7. Set out below are examples of the University's expectations: this list is not exhaustive.

Appendix 1

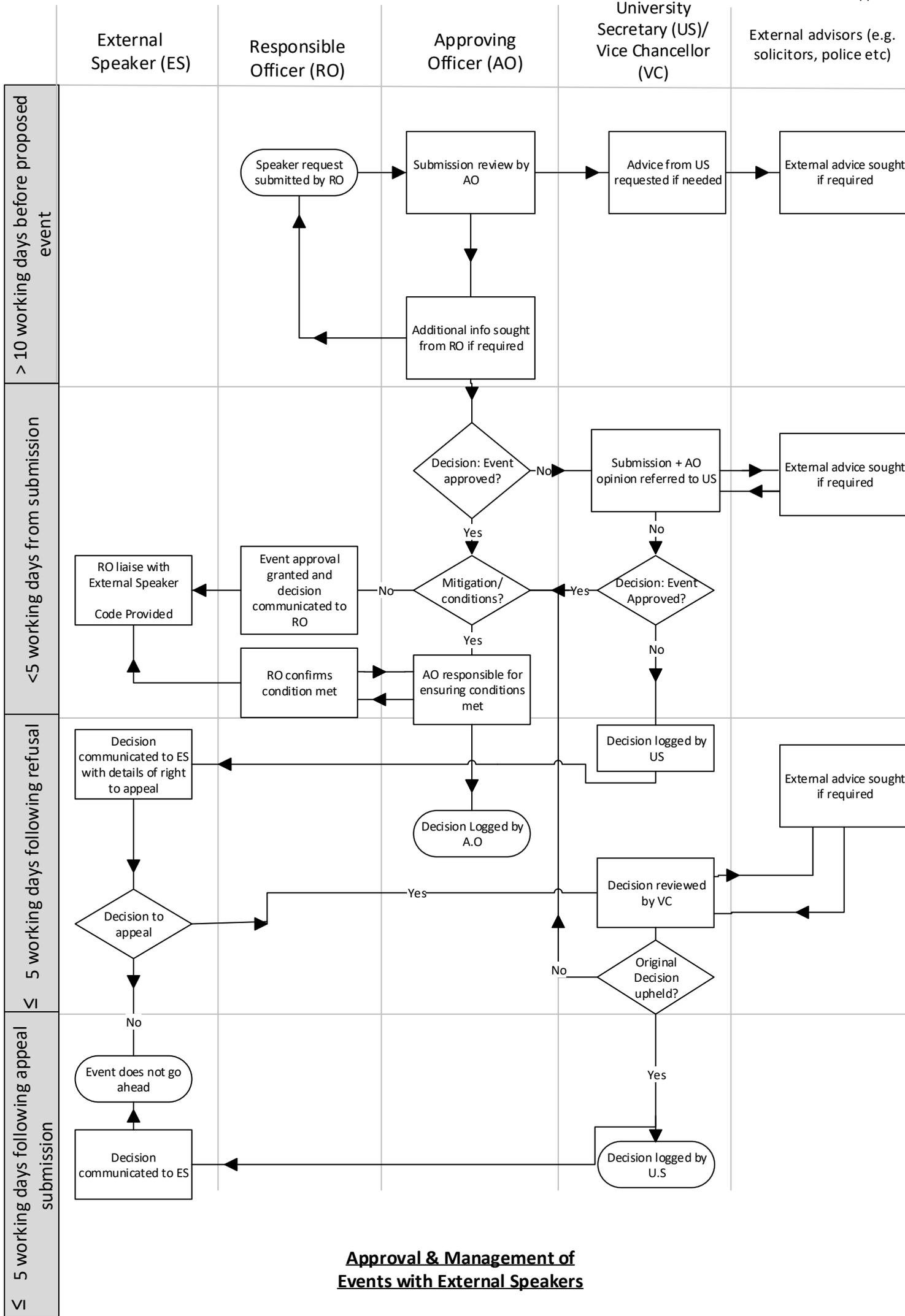
Speakers must NOT:

- (a) incite or spread hatred, intolerance, violence or call for the breaking of the law;
- (b) discriminate against, harass or insult any person or group on the basis of their faith, race, nationality, sex, age, religious beliefs or sexual orientation;
- (c) encourage, glorify or promote any acts of terrorism, including any individual, groups or organisations that support such actions;
- (d) seek to raise or collect funds for any external organisation or cause without express permission of the University.

Speakers must:

- (e) Allow and encourage challenge and debate on opinions and ideas put forward;
 - (f) Comply with the University's Code of Practice on Freedom of Speech;
 - (g) Comply with the University's Equality and Diversity Policy;
 - (h) Abide by the University Health and Safety Policy.
8. The University reserves the right to refuse or halt an event at any time if it reasonably believes that it cannot guarantee the safety of those present or if it reasonably believes that to allow the event to continue or to go ahead would cause a breach of the law.

*Revised November 2015 – Approved by Academic Board and Board of Governors
Revised January 2020 – for approval by Academic Board and Board of Governo*



Approval & Management of Events with External Speakers

Appendix 3

Checklist for the Approval of External Speakers

| Information to be provided by the Responsible Officer | |
|---|---|
| Basic event information as required for the Event Log : e.g., the event title and subject; proposed audience; date and proposed venue etc. | |
| Is there an external speaker at the event? If Yes, which organisation are they are representing? | If yes, the information below must be provided and referred to the Approving Officer. |
| Screening questions to inform decision by Approving Officer | |
| If the answer to any of the four questions below is yes, further information is likely to be required to inform a 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 this policy? Details of currently proscribed organisations can be found here . | Y/N |
| 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? Details of currently proscribed organisations can be found here . | Y/N |
| 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? | Y/N |
| Is there any other reason to believe that the event requires further consideration, in particular regarding potential mitigations or conditions (e.g., ticketing; additional security etc – see below)? | Y/N |
| Decision of the Approving Officer | |
| The possible decisions of the Approving Officer are set out below. | |
| | DATE |
| A. The speaker/event presents no significant risks and can go ahead OR | |
| B. The speaker/event requires additional mitigations in order to go ahead. Required mitigations are specified below OR | |
| C. The speaker/event presents significant risks that it may not be possible to mitigate. The matter will be referred to the University Secretary for a final decision. | |

Appendix 3

| | |
|--|------|
| Additional comments from the Approving Officer, including details on any agreed mitigations or any particular considerations for the University Secretary in the event of D. | |
| Decision of the University Secretary or nominee (only if referred on) | |
| | DATE |
| A. the event is approved to go ahead | |
| B. the event is approved to go ahead with mitigations/conditions (details provided below) | |
| C. the event is not approved to go ahead (rationale for decision to be recorded below). | |
| Additional comments from the University Secretary or nominee: | |

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.



Overview of OfS Sector Publications

Purpose of Report

To update the Board on key communications received from the OfS since the Board last met and summarising action taken, where appropriate.

Action Requested

The report is **for information and to note**

Key Issues

The attached spreadsheet sets out key regulatory communications from the Office for Students since the Board last met in November 2019 including:

- Letters to the Provider
- Regulatory Advice
- Technical Guidance
- Consultation Documents

Receipt of each communication has been logged along with a description, any action required and, if so, the colleague leading on formulating a response.

Appendices

Appendix A – OfS Regulatory Requirements Tracking

Legal / Regulatory Implications

Adherence to the Office for Students' on-going conditions of registration and its regulatory framework.

Author

Name: Kate Harvey, Secretariat Manager

Date: 11 March 2020

| TITLE | TYPE | PUBLICATION DATE | DESCRIPTION | LOCATION | ACTION REQUIRED | LEAD | APPROVAL | OfS SUBMISSION | DEADLINE | LEEDS BECKETT RESPONSE |
|---|--------------------|------------------|--|---|--|----------------------|---------------------|---|------------|------------------------|
| Outcome of query about compliance with regulatory deadlines - payment of fees to designated regulatory body | LETTER TO PROVIDER | 28/11/2019 | <p>The OfS investigated the issues raised by LBU raised in relation to the payment of fees to the designated quality body and our understanding is that the University did not request extended payment terms from the QAA. In those circumstances payment was due on 10 July 2019 as set out in the QAA's invoice. Payment was received by the QAA on 24 July 2019.</p> <p>The OfS noted the points made by LBU about ambiguity in the information provided by the QAA about the requirement for payment deadlines to be met. This means that the OfS agreed that there was a reason for the late payment of the University's fees to the designated quality body on this occasion.</p> | N/A | The Transparency return 2020 workbook can be downloaded and, once completed, uploaded using the OfS portal. The completed workbook must be uploaded to the OfS portal by noon on Thursday 23 April 2020. | University Secretary | N/A | N/A | N/A | NO |
| 2018-19 access agreements and student premium funding: Guidance on how to complete your monitoring return | TECHNICAL GUIDANCE | 19/12/2019 | <p>This document sets out the information that the OfS requires from higher education providers that had an access agreement approved by the Office for Fair Access (OFFA) for 2018-19 and from providers that received student premium funding from the Office for Students for 2018-19.</p> <p>This applies to the following premiums:</p> <ul style="list-style-type: none"> premium to support successful student outcomes – full-time premium to support successful student outcomes – part-time disabled students' premium. | https://www.officeforstudents.org.uk/publications/2018-19-access-agreements-and-student-premium-funding-guidance-on-how-to-complete-your-monitoring-return/ | information relating to data for the 2019-20 and 2020-21 academic years are located in Table 1 on page 4 of the guidance. | DVC Resources | Accountable Officer | https://extranet.officeforstudents.org.uk/gata | 28/03/2020 | YES |
| Consultation on harassment and sexual misconduct in higher education | CONSULTATION | 09/01/2020 | <p>The Office for Students' proposals set out expectations for universities and colleges to follow and how the Office for Students will regulate harassment and sexual misconduct affecting students in higher education providers.</p> <p>The proposed 'statement of expectations' covers the processes, policies and systems the OfS expects providers to have in place.</p> | https://www.officeforstudents.org.uk/publications/consultation-on-harassment-and-sexual-misconduct/ | Information requirements and publication points for transparency | | | https://survey.officeforstudents.org.uk/s/harassmentconsultation/ | 27/03/2020 | YES |

| | | | | | | | | | | |
|--|--------------------|------------|--|---|--|---------------------|-----|---|------------|-----|
| Regulatory advice 8: Guidance for providers about condition of registration F1: transparency information | REGULATORY ADVICE | 10/01/2020 | <p>Sets out what providers must do to comply with the ongoing condition of registration relating to transparency information.</p> <p>This regulatory advice has been updated to help providers to prepare to meet requirements in respect of the collection and publication of transparency information from 2019-20 onwards.</p> | https://www.officeforstudents.org.uk/publications/regulatory-advice-8-guidance-for-providers-about-condition-of-registration-f1-transparency-information/ | <p>From April 2020 onwards providers will need to submit the required transparency information to the OfS in April, and publish in May/June of each year.</p> <p>Information requirements and publication points for transparency information relating to data for the 2019-20 and 2020-21 academic years are located in Table 1 on page 4 of the guidance.</p> <p>To complete the Transparency return 2020, providers must download, complete and upload a Microsoft Excel workbook and provide a link to the location on their website where their transparency information will be published.</p> <p>The Transparency return 2020 workbook can be downloaded and, once completed, uploaded using the OfS portal. The completed workbook must be uploaded to the OfS portal by noon on Thursday 23 April 2020.</p> | | | https://extranet.officeforstudents.org.uk/gata | 23/04/2020 | |
| Technical Guidance for providers on submitting the transparency return 2020 | TECHNICAL GUIDANCE | 10/01/2020 | <p>Sets out technical guidance for English higher education providers that are registered with the Office for Students on completing the transparency return which is a condition of registration.</p> | https://www.officeforstudents.org.uk/publications/guidance-for-providers-on-submitting-the-transparency-return-2020/ | See above | | | https://extranet.officeforstudents.org.uk/gata | 23/04/2020 | |
| Consultation on implementing savings in academic years 2019-20 and 2020-21 | CONSULTATION | 17/01/2020 | <p>The government's grant to the Office for Students to fund recurrent teaching in higher education providers is reducing by £58 million in financial year 2020 21.</p> <p>The OfS has set out proposals in the document below for how it may make savings in its allocations to providers and would like to hear providers' views.</p> | https://www.officeforstudents.org.uk/media/9ee18ab7-65c3-4174-a138-23afc7e0b07b/consultation-implementing-savings-in-academic-years-2019-20-and-2020-21.pdf | Response required by 17 February 2020. | | | Use the online response form available at https://survey.officeforstudents.org.uk/s/savingsconsultation/ | 17/02/2020 | |
| Proposed changes to terms and conditions of funding for 2020-21 | CONSULTATION | 07/02/2020 | <p>The OfS will be updating its terms and conditions of funding for 2020-21. Changes from the Terms and conditions of funding for 2019-20 (OfS 2019.12) are minimal and are mainly to dates and references to documents. All changes from the prior year's version are highlighted in the document available on the website.</p> <p>The OfS is seeking views on the proposed changes from 7 February to 6 March 2020, in particular from higher education providers registered in the Approved (fee cap) category of</p> | https://www.officeforstudents.org.uk/publications/changes-to-terms-and-conditions-of-funding/ | | Director of Finance | N/A | Please submit your response to recurrentgrant@officeforstudents.org.uk | 06/03/2020 | NO |
| Consultation on the higher education admissions system in England | CONSULTATION | 27/02/2020 | <p>The Office for Students is reviewing the admissions system in English higher education. We would like to hear your views on the current system and on proposed future options.</p> | https://www.officeforstudents.org.uk/publications/consultation-on-the-higher-education-admissions-system-in-england/ | To complete the Transparency return 2020, pro | DVC Resources | UET | https://survey.officeforstudents.org.uk/s/admissions-review-providers/ | 21/05/2020 | YES |

| | | | | | | | | | | |
|---|--------------------|------------|---|---|--|----------------------|-----|---|------------|-----|
| Consultation on the Office for Students' approach to monetary penalties | CONSULTATION | 03/03/2020 | <p>The OfS is seeking views on its proposed approach to the use of its powers to impose monetary penalties on a higher education provider that breaches its conditions of registration with the Office for Students.</p> <p>The OfS is also seeking views on its proposed approach to the publication of a decision to impose a monetary penalty.</p> | https://www.officeforstudents.org.uk/publications/consultation-on-ofs-approach-to-monetary-penalties/ | | | | https://survey.officeforstudents.org.uk/s/monetary-penalties/ | 17/04/2020 | |
| Information request in relation to COVID-19 | LETTER TO PROVIDER | 09/03/2020 | <p>Information request in relation to COVID-19 on an ongoing basis about confirmed and suspected cases of COVID-19 (Coronavirus) at higher education providers.</p> <p>Providers are asked for information about staff and higher education students:</p> <ul style="list-style-type: none"> • The number of individuals that have reported a confirmed diagnosis of COVID-19. • The number of individuals that have reported symptoms that are suspected to be a result of COVID-19, but where there is not a confirmed diagnosis. <p>The OfS requires this information to monitor and understand in a timely way how COVID-19 may be affecting students and higher education providers, the actions providers are taking in response, and how this might affect the ability of registered providers to continue to deliver higher education and comply with their</p> | https://www.officeforstudents.org.uk/publications/information-request-in-relation-to-covid-19/ | | University Secretary | N/A | By email to covid-19reports@officeforstudents.co.uk | On-going | YES |



OfS Information request in relation to COVID-19

Purpose of Report

To set out for the Board the Office for Student's request for information and reporting requirements in relation to Covid-19.

Action Requested

The report is **for information and to note**

Key Issues

The Office for Students (OfS) wrote to the Accountable Officers of registered higher education providers on 09 March 2020 to request information on an on-going basis about confirmed and suspected cases of Covid-19 (Coronavirus). This is pursuant to F3(1) of the OfS conditions of registration which states that:

For the purpose of assisting the OfS in performing any function, or exercising any power, conferred on the OfS under any legislation, the governing body of a provider must:

- (1) Provide the OfS, or a person nominated by the OfS, with such information as the OfS specifies at the time and in the manner and form specified.*

The information has been requested to enable the OfS to monitor how COVID-19 may be affecting students and higher education providers, the actions providers are taking in response, and how this might affect the ability of registered providers to continue to deliver higher education and comply with their conditions of registration.

The letter is attached at Appendix A. The Notice enclosed, and the template annexed to the Notice, contains a more detailed description of the information the OfS requires.

The University's Major Incident Team has taken responsibility for reporting suspected or confirmed cases to the OfS as they arise.

Appendices

Appendix A – Information Request in relation to Covid-19

Legal / Regulatory Implications

Compliance with the Office for Students' general on-going conditions of registration

Author

Name: Kate Harvey, Secretariat Manager

Date: 11 March 2020

Professor Peter Slee
Accountable Officer
Leeds Beckett University
Old Broadcasting House
Woodhouse Lane
LS2 9EN

Nicholson House
Lime Kiln Close
Stoke Gifford
BRISTOL
BS34 8SR
0117 931 7317
www.officeforstudents.org.uk

9 March 2020

Dear Professor Slee

Information request in relation to COVID-19

I am writing to request information from you on an ongoing basis about confirmed and suspected cases of COVID-19 (Coronavirus) at your institution.

We are asking you to provide the following information about your staff and your higher education students:

- The number of individuals that have reported a confirmed diagnosis of COVID-19.
- The number of individuals that have reported symptoms that are suspected to be a result of COVID-19, but where there is not a confirmed diagnosis.

This request does not replace existing reporting obligations relating to COVID-19, for example the requirement to report to Public Health England.

We are also asking you to provide information about actions you are taking in relation to any confirmed or suspected cases of COVID-19.

We require this information to monitor and understand in a timely way how COVID-19 may be affecting students and higher education providers, the actions providers are taking in response, and how this might affect the ability of registered providers to continue to deliver higher education and comply with their conditions of registration.

We have sent this letter today to registered higher education providers with the exception of those further education colleges and sixth form colleges that are registered with the OfS and also regulated by the ESFA. For those further education colleges and sixth form colleges, we will rely on information provided to us by the EFSA to fulfil our regulatory needs. We are taking this approach to avoid duplicating the arrangements for collection of similar information that the ESFA has in place.

The Notice enclosed with this letter, and the template annexed to the Notice, contains a more detailed description of the information we require.

We need you to start to provide this information when you become aware of any confirmed or suspected cases of COVID-19. Once you have started to submit information, you should provide an update within one working day of becoming aware that the number of confirmed or suspected cases has changed. If the number of confirmed or suspected cases at your institution is, and remains, zero, you will not need to submit any information.

Information about the actions you are taking in relation to any cases should be provided when you first make a report that you have confirmed or suspected cases, and then subsequently when you make material changes to the way you are dealing with cases. Such information should be provided as early as possible after a change is made and no more than 5 working days later.

Existing requirement for providers to report reportable events

The requirements set out in the attached Notice are in addition to, and do not replace, the ongoing requirement for all providers to submit reportable events to the OfS. Further information about reportable events is set out in Regulatory Advice 16.¹ If you consider that a report you are making in response to the information requested in this Notice also constitutes a reportable event, for example if you decide to close a campus, please tell us this in the template for your submission. You do not need to report the same information as a separate reportable event.

It is possible that you may need to tell us about a reportable event that relates to COVID-19 that is not covered by the information requested in this Notice (such as reportable events relating to your transnational educational activities). If this is the case, please do so in the normal way using the OfS portal.

Further information about COVID-19

The Department for Education has launched a helpline to answer questions about COVID-19 (Coronavirus) related to education. Higher education staff, students and parents can contact the helpline as follows:

Phone: 0800 046 8687

Email: DfE.coronavirushelpline@education.gov.uk

Opening hours: 8am to 6pm (Monday to Friday)

We will continue to update our [Coronavirus \(COVID-19\) guidance page](#) with information as further information is received from relevant authorities. We will also periodically update you and other registered higher education providers directly by email.

Next steps

The Notice enclosed with this letter requires you to submit the specified information to the OfS. Please do so by completing the annexed template and sending the information to [covid-](#)

¹ <https://www.officeforstudents.org.uk/publications/regulatory-advice-16-reportable-events/>

19reports@officeforstudents.org.uk. This requirement applies from the date of the Notice until further notice.

If you have any questions about the requirements set out in the Notice, please e-mail us at covid-19reports@officeforstudents.org.uk.

If you have any questions about the requirements relating to reportable events, please e-mail us at regulation@officeforstudents.org.uk.

The OfS is permitted to disclose information about registered providers to other bodies in some circumstances. In this case, we may share the information we obtain from you about COVID-19 with the Department for Education to support the Government to manage the national response to COVID-19 and ensure Ministers are fully briefed on developments.

I would be grateful if you could ensure that a copy of this letter is passed to the chair of your governing body.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Susan Lapworth'.

Susan Lapworth
Director of Competition and Registration

Notice under condition of registration F3(i) requiring the production of information to the Office for Students

To: the governing body of Leeds Beckett University (“the Provider”)

Whereas:

(A) The Provider is registered by the Office for Students (the OfS) in accordance with section 3 of the Higher Education and Research Act 2017 on the Register of English Higher Education Providers.

(B) For the purpose of assisting the OfS in performing any function, or exercising any power, conferred under any legislation, the OfS has the power under general ongoing condition F3 (and by virtue of section 8(1)(b) of the Higher Education and Research Act 2017) to compel the governing body of a registered English higher education provider to provide the OfS, or a person nominated by the OfS, with such information as the OfS specifies at the time manner and form specified.

Therefore:

Pursuant to general ongoing condition of registration F3, the Provider is required to provide the OfS with the Specified Information in the Specified Time and in the Specified Manner.

Definitions

Specified Information

1. The Specified Information is the information set out in the template annexed to this Notice.
2. The information must not include any personal data regarding individuals who are or may be affected by COVID-19 (such as their names or job titles). The Provider should ensure that it complies with UK data protection legislation in this regard.

Specified Time

3. The Specified Information must be first provided when the Provider becomes aware of any confirmed or suspected cases of COVID-19 among its staff or higher education students located in the UK. The Provider must make subsequent reports:
 - a. Within one working day of becoming aware that the number of confirmed or suspected cases of COVID-19 at the Provider has changed; and
 - b. As early as possible after a material change is made to the way it is dealing with these cases and no more than 5 working days later.

Specified Manner

4. The Specified Information must be submitted using the template annexed to this Notice, by email to: covid-19reports@officeforstudents.org.uk.

Signed on behalf of the OfS and authorised for that purpose



**Susan Lapworth
Director of Competition and Registration**

Date: 9 March 2020

Annex: Report of information relating to COVID-19 (Coronavirus)

Please use this template to provide information about confirmed or suspected cases of COVID-19 among staff and higher education students studying in the UK at your provider. Please also use this template to tell us about actions you are taking in response to these cases.

We are requesting this information to monitor and understand how COVID-19 may be affecting students and higher education providers, the actions providers are taking in response, and how this might affect the ability of registered providers to continue to deliver higher education and comply with their conditions of registration.

Please email a completed template to covid-19reports@officeforstudents.org.uk each time you need to make a report.

If you have any questions about this template, or the requirements set out in the accompanying Notice, please e-mail us at covid-19reports@officeforstudents.org.uk.

Provider information

| | |
|---|--|
| Date of report: | |
| Provider's name: | |
| Provider's UKPRN: | |
| Contact details for the person making this report | |
| Name: | |
| Job role: | |
| Email address: | |
| Contact telephone number: | |
| Previous reports made to the OfS relating to COVID-19 | |
| Number of previous reports: | |
| Date of last report: | |

Part A – Number of confirmed and suspected cases of COVID-19

You need to provide this information when you become aware of any confirmed or suspected cases of COVID-19 among your staff or higher education students located in the UK. Once you have started to submit information, you should provide an update within one working day of becoming aware that the number of confirmed or suspected cases has changed. If the number of confirmed and suspected cases at your provider is, and remains, zero, you do not need to submit any information.

Please do **not** submit any personal data about individuals who are, or may be, affected by COVID-19 (such as their names or job titles).

| Staff and higher education students located in the UK who have reported a confirmed diagnosis of COVID-19 | | |
|--|-------|----------|
| Number of new cases, since your last report, of individuals who have reported a confirmed diagnosis of COVID-19, including those previously reported as suspected cases. | Staff | Students |
| | | |
| Total current number of individuals who have reported a confirmed diagnosis of COVID-19. | Staff | Students |
| | | |

| | | |
|--|-------|----------|
| If you have campuses or teaching locations in more than one city or town in the UK, please provide information about whether these cases are associated with your activities in a particular city or town. | | |
| Staff and higher education students located in the UK that have reported symptoms that are suspected to be a result of COVID-19, but where there is not a confirmed diagnosis. | | |
| Number of new cases, since your last report, of individuals who have reported symptoms that are suspected to be a result of COVID-19, but where there is not a confirmed diagnosis. | Staff | Students |
| | | |
| Total current number of individuals who have reported symptoms that are suspected to be a result of COVID-19, but where there is not a confirmed diagnosis. | Staff | Students |
| | | |
| If you have campuses or teaching locations in more than one city or town in the UK, please provide information about whether these cases are associated with your activities in a particular city or town. | | |

Part B – Actions taken in relation to confirmed or suspected cases of COVID-19

You need to provide this information about the actions you are taking in relation to any cases of COVID-19 when you first make a report that you have confirmed or suspected cases, and then subsequently when you make material changes to the way you are dealing with cases. Such information should be provided as early as possible after a change is made and no more than 5 working days later.

| |
|--|
| Please provide information about the actions you are taking in relation to any confirmed or suspected cases of COVID-19. If you have campuses or teaching locations in more than one city or town in the UK, please provide information about actions you are taking in relation to different locations. |
| Is there any other information you want to give us in relation to COVID-19 that we have not asked for in this report? |
| If you consider that any of the information contained in this report constitutes a reportable event as defined in the OfS's Regulatory Framework, please explain the reasons for this here. You do not need to submit a separate reportable event if you complete this box. |

It is possible that you may need to tell us about a reportable event that relates to COVID-19 that is not covered by the information requested in this Notice (such as reportable events relating to your transnational educational activities). If this is the case, please do so in the normal way using the OfS portal. If you have any questions about the requirements relating to reportable events, please e-mail us at regulation@officeforstudents.org.uk.

Schedule of Business

Purpose of Report

To summarise the Committee's plan of work for the 2019/20 academic year.

Action Requested

The report is **for information and to note**

Author

Name: Kate Harvey, Secretariat Manager

Date: March 2020

Board of Governors – Schedule of Business 2019/20

| 02 October 2019 Away Day | 22 November 2019 | 20 March 2020 | 01 May 2020 Away Day | 15 May 2020 | 10 July 2020 |
|---|--|--|-------------------------|-------------------------------------|--|
| Approval of non-regulated tuition fees 2020/21 | Strategic Plan KPI progress update | Annual review of financial regulations | TBC | Annual Health & Safety Audit Report | Approval of Annual revenue & capital budgets 2020/21 |
| Access & Participation Plan – Approval of Plan to 2024/25 | Audit Committee Annual Report and Opinion | Appoint of a Chair and Deputy Chair | | Draft Schedule of Meetings 2020/21 | Approval of Financial Forecast |
| | Internal Audit Annual Report and Opinion 2018/19 | Appointment of Committee Chairs | | | Corporate Risk Register – Annual Review (appended to the Audit Committee report) |
| | External Auditors Management Letter | Code of Practice on Freedom of Speech and Expression | | | Approval of risk management policy (appended to the Audit Committee report) |
| | Financial statements for the year ended 31 July 2019 | Financial Sustainability Proposals – Strategic Context | | | Board and Committee Memberships 2020/21 |
| | Confirmation of National Pay Award 2019/20 (Matters Arising) | Estates Masterplan – Scenario Planning | | | Operating Framework for Remuneration Reviews 2019/20 |
| | Annual review & remuneration of Committee Chairs | Overview of OfS sector publications | | | Approval of non-regulated tuition fees 2021/22 |
| | Annual review & remuneration of the Chair of the Board | Information request in relation to COVID-19 | | | |
| | Prevent duty annual report | | | | |
| | Approval of Sport Committee proposal (Academic Board summary report) | | | | |
| | Estates Masterplan – final report | | | | |
| | OfS – Condition of Registration F3: Provision of Information | | | | |
| | OfS Annual Accountability Return 2018/19 | | | | |

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|--|---|--|--|--|--|
| | OfS Reportable Events – Financial Position 2018/19 | | | | |
|--|---|--|--|--|--|

| Standing Items | |
|--|---|
| 1. Minutes of last meeting | 7. Academic Assurance Report |
| 2. Chair’s Report | 8. Health & Safety update |
| 3. Vice Chancellor’s Report | 9. OfS reportable events |
| 4. SU Report | 10. Update reports from Academic Board, Finance, Staffing and Resources, Audit, Governance & Nominations and Senior Staff Remuneration Committees |
| 5. Financial and capital expenditure update report | 11. Schedule of Business 2019/20 |
| 6. Student recruitment update | |