**Executive Summary of External Speakers Policy- A Practical Guide**

The External Speakers policy (“the Policy”) was developed pursuant to a recognition by the university that it needed to balance its obligations to secure freedom of speech and expression with a need to maintain good campus relations that would safeguard the safety of students, staff and visitors. The Policy therefore introduces measures that secure this balance as well as providing practical advice on the management of requests for external speakers.

The Policy is not intended to operate as a blanket ban approach to external speakers, but rather to introduce a procedure so that all requests can be dealt with appropriately, escalated if necessary and consideration given to what mitigating measures could be introduced which would allow an event to take place.

A summary of the procedure to be followed appears below:

**1. Submitting a Request**

1.1 When you wish to:

* hold a meeting or like event on premises which the university or the students’ union control; or
* wish to host a speaker on or off campus at events that are university affiliated, funded or branded; or
* make the university’s facilities available for an external organisation to use for an event which includes external speakers,

then you will need to complete the External Speaker Request Form (“the Form”) attached to this note.

\*For the avoidance of doubt approval of a visiting lecturer or the content of his/her lecture can, (unless of course the identity of the lecturer or content of the lecture would raise concerns outlined in the Policy) be made by the relevant Faculty without following the procedure outlined here.

1.2 The completed Form should be presented to your Faculty Manager or Director (or their nominated person) for consideration (“the Recipient”).

1.3 The Recipient will consider the information contained within the Form and determine whether this can be approved or not, taking into account all of the factors listed at section 3 of the External Speakers Policy.

1.4 You will need to ensure that the Recipient has at least 28 days’ notice to undertake this exercise prior to the commencement of the event in order that full consideration can be undertaken. Where this timescale cannot be met as much notice as possible should be provided in order that a considered decision can be made. Should there be any change to the planned event this must be notified to the recipient not less than 5 working days in advance so that the request can be reassessed.

1.5 The Recipient may seek input both internally and externally on the request, form an internal working group to assist with particularly controversial or difficult requests, and/or engage with different groups on campus to consider the request further. If you are in doubt as to whether the request should be accepted or if it could be deemed controversial please refer to the Head of Security.

1.6 The decision will be communicated to the Requestor wherever possible within 7 days of the Form being received. There is a right of appeal on this decision to the Deputy Vice-Chancellor in accordance with the timescales set out in paragraph 3.13 of the Policy.

**2. Making a record of the decision.**

2.1 The decision of the Recipient will be provided on the Form. The completed Form should be retained within the Faculty’s or Directorate’s records and a copy sent to the university’s Head of Security in order that a central database of all decisions- both acceptances and rejections- can be maintained. This will ensure that the university is able to meet its reporting obligations to HEFCE and to its Board of Governors.

2.2 In the event that the Recipient determines that a request can be approved, the Faculty or Directorate concerned can elect to include the details of that particular speaker on an Approved Speakers List so that should there be a further request received by the Recipient for the same speaker with the same details as those which have been approved previously, a decision can be made speedily and without the need for a further full assessment.

2.3 When placing a speaker on the Approved Speakers List the Recipient should advise the Requestor of this decision and make a note of the details within their local Approved Speakers List. They should also advise the university’s Head of Security in order that this information can be added to the university’s central records.

2.4 If any person or organisation believes that the university’s decision in any case is unreasonable, they can make representations in accordance with 3.13 in the External Speakers Policy.

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**EXTERNAL SPEAKERS REQUEST FORM**

(To note this form is not designed to be used for requests for general event team support)

**Name and Contact Details of Principal Organiser**

**Name and Details of visiting speaker- what organization, if any, do they represent?**

**Is the visiting speaker known by or has been known by a different name?**

**Has the speaker spoken at the university previously or at another Higher Education Institution?**

**Is the speaker on the university’s Approved Speakers list or is first time approval being sought?**

**Date, time and place of meeting or activity**

**Expected timing of the arrival and departure of any speaker (together with details of the proposed entry and exit of the speaker to the event venue if there are any security concerns)**

**Overview of the event- subject matter, appointed chairperson, what language the event will take place in, what the seating arrangements are.**

**What topic will the external speaker be talking about?**

**How will the event be advertised and in what language?**

**What publications or materials will be available to event attendees?**

**The numbers expected to attend**

**Are there any conditions applying to the event- will it be ticketed? Open to the public? Is there any intention to segregate the event by gender?**

**Do the principal organisers have any reason to believe there may be a threat of disruption caused by the proposed meeting or activity and what is the substance of that threat?**

**Any other reason known to the principal organizer or others involved in organizing the event as to why issues may arise with that speaker. Has there been any controversy attracted by the speaker in the past?**

**Will members of the press, TV or radio be permitted to attend?**

**Is the event being sponsored? If so by who? Will advertising appear at the event?**

**………………………………………………………………………………………**

**University Decision: Approval/ Rejection:**

*(this can be a decision of the Faculty Manager or Director or their nominated delegate)*

**Escalation:**

*(give details here of who this has been escalated to and the date)*

**Signed by: …………………………………….**

**Name: …………………………………… Date:**

**Note: A copy of this completed form should be forwarded to the university’s Head of Security in order that a central database of decisions can be maintained.**