

UNIVERSITY OF GREENWICH

CODE OF PRACTICE FOR THE BOOKING AND CONDUCT OF EVENTS HELD ON UNIVERSITY PREMISES

Executive summary and definitions

This Code of Practice sets out the University of Greenwich's ("Greenwich" or the "University") arrangements for the booking of rooms for events involving internal and external speakers. It also covers the conduct of such events and the associated arrangements. References in this Code of Practice to 'University' shall also apply to the Students' Union and GK Unions (together "SU"), where they make use of University premises.

Capitalised terms used in this Code of Practice have the following meanings:

External Speaker: anyone other than a current student or current staff member of the University or SU, or member of the Court, who may be invited to participate in debate, deliver a speech, preach, expound on a piece of religious text or political viewpoint, and similar activities including anything conducted in the name of the University other than timetabled academic activities.

Visitor: anyone, other than a current student or current member of staff of the University or SU or member of the Court, who is invited to attend a University or SU meeting.

Event: any meeting, gathering, conference or related activity involving a group of people with an external speaker. This does not apply to normal University activities related to teaching, research, enterprise or administrative operational meetings. Events covered by this policy include any event organised by a student group of the SU outside SU premises (for example in the University, off campus, out of the immediate area or in another country), and events where external speakers are streamed live into the event, or a pre-recorded film of an external speaker is shown.

Extremism: engagement in, or advocacy of, activities which seek through actual or threatened violence, intimidation or harassment to restrict or oppose values of liberal democracy: tolerance, equality, justice, respect for the rule of law, non-violence, inclusiveness, freedom of thought and of expression of thought (whether by oral, visual, written or other means).

External speakers and Visitors may be subject to web and other security checks as standard practice by the University or SU.

A flowchart summarising the process is available at Annex 1 to this document

1. Introduction

The University of Greenwich is committed to the pursuit of research and education, engagement with local, national and international communities, and the development of intellectual capacity of the highest standard through rigorous and open academic enquiry. The traditions of academic freedom, mutual tolerance and rigorous and fair intellectual debate are held in high regard throughout the University.

The University recognises that there are specific legal obligations on universities to promote, protect and respect these key freedoms. However, the rights to academic freedom and

freedom of speech and expression are not absolute - they are freedoms within the law. Consequently, the criminal and civil law also sets limits on the lawful exercise of these rights. Freedom of expression may not be exercised if in so doing it breaks the law or breaches the rights of others, such as if its expression is unlawfully discriminatory or threatens others' safety or freedom of expression. Membership of the University, the SU and permission to use their premises are predicated upon acceptance of these principles. The University will not condone any actions by any individual or group that is seeking to support Extremism, intimidate others or prevent from going ahead a University or SU event which complies with this Code of Practice.

2. Context

The Education (No. 2) Act 1986 Section 43 places a duty on the Governing Body of the University to ensure as far as is reasonably practicable that freedom of speech within the law is secured for students and employees of the University, those associated with the University and for External speakers. (Annex 2). To meet this requirement, the Court has endorsed this Code of Practice governing the organisation and running of Events on University premises.

To standardise the management of all Events, this Code of Practice sets out booking arrangements and general provisions for their conduct.

Detailed operational guidelines, including room booking forms, tariffs and charges for other facilities, are approved by the University or the SU as appropriate.

The University reserves the right to take action against individuals or external groups who violate this policy. This includes withdrawal of bookings made, with or without refund, and disciplinary procedures under the University's rules of conduct governing student and staff behaviour.

3. Authority and Jurisdiction of the Code

- i) The provisions of this Code of Practice apply to all members of staff, full and part-time, all registered students, all those associated with the University and, insofar as it is relevant, to all those who have an implied licence to enter University premises including guests of staff and students, members of the public attending a function in the University and those attending conferences, short courses or any other properly constituted event.
- ii) The provisions of this Code apply to all the activities of the SU and its affiliated Student Groups.
- iii) The provisions of this Code apply to all premises and property of the University including accommodation occupied by the SU, any social and recreational and other areas made over to students, staff associations or trades unions, and accommodation occupied by other organisations under a licence agreement.
- iv) This Code sets out procedures to include:
 - a) All Events held on University or SU premises;
 - b) The conduct required of all persons in connection with those Events;
 - c) Duty of care to and by speakers and those attending Events so that all are able to enter, deliver speeches, listen to speeches and/or participate in events safely without threat to public order;
 - d) Any other related or ancillary matters which the University determines should fall within this Code.

- v) Any infringement of this Code of Practice may render the students and employees responsible liable to disciplinary proceedings as prescribed under University or SU Disciplinary Regulations.
- vi) In the event of actions involving breaches of the law arising under this Code, the University will take the appropriate legal action necessary to maintain good order and will assist the Police and Crown Prosecution Service in implementing the due processes of the law.
- vii) The Vice Chancellor is authorised to appoint a senior officer of the University to act as the "**Responsible Officer**" on its behalf to ensure as far as is reasonably practicable that students and employees of the University and Visitors comply with the provisions of this Code.
- viii) Unless otherwise determined the "Responsible Officer" will be the Director of Governance & Compliance.

4. Booking of Events

These provisions apply to any meetings or activities falling within the meaning of "Event" as defined herein.

- i) Every person who wishes to book an Event on University premises, whether an officer of an organisation within the University or not, must be familiar with this Code of Practice and comply with its provisions. This includes all outside organisations wishing to use University premises.
- ii) Any employee, Student Group, or organisation proposing to organise an Event on University premises must first seek approval from an "**Approving Officer**" - the Faculty PVC, Professional Services Director, Chief Executive of the SU or their nominee(s) or a VCO member - who will ensure that a single person is appointed as the "**Principal Organiser**" of the event.
- iii) The Principal Organiser is the person responsible for the Event, for taking all reasonable steps to ensure that the University's property, furnishings and equipment are treated with respect and for any liabilities or consequences arising out of the Event.
- iv) The Principal Organiser should give notice of the proposed Event and the request to book premises normally no later than fifteen working days before the proposed date whenever possible.
- v) The University (or the SU if the use of SU premises is involved) may accept bookings at shorter notice but the University / SU reserves the right not to accept a booking on the grounds of insufficient time to ensure that all necessary arrangements can be made. Any provisional booking requests (where, for example an external speaker has not yet been confirmed) will be held until at the latest 15 working days before the event, pending receipt of the requisite authorisation.
- vi) In all cases, written notice of the proposed Event must be made at the time of submitting the booking request (or, if a provisional booking, by the time the booking is confirmed) and provide the following information:
 - a) the nature of the Event
 - b) the subject /theme of the Event

- c) numbers of those likely to attend, whether it is internal and limited to Greenwich students and employees or is for external participants only or both.
 - d) the name(s) of the speaker(s)
 - e) contact details for External Speaker(s)
 - f) brief biography of External Speaker(s)
 - g) the topics of the speakers
 - h) budget code for internal charging or purchase order if applicable
 - i) risk assessment
- vii) Where the Approving Officer believes that the Event may not meet the requirements of the duty of care to speakers and those attending (as per 3 iv (c)) without the probability of a threat to public order or that the meeting will support Extremism, permission to hold the event may be refused or the matter may be referred to the Responsible Officer for consideration.
- viii) On receipt of the referral, the Responsible Officer will give a written decision (normally via email) within ten working days to the referrer who will forward it immediately to the Principal Organiser. The statement shall either grant or withhold permission for the use of University premises for the proposed Event.
- ix) Permission to hold the Event may be subject to conditions the Responsible Officer considers reasonably necessary to ensure the discharge of the University's responsibilities and policies concerning mutual tolerance, intellectual freedom and freedom of expression.
- x) The University reserves the right to withdraw an Event booking, if it receives further information at any time that leads it to believe that this Code of Practice will be infringed or if it believes conditions for the Event will not be met.
- xi) The detailed arrangements for booking University premises for Events are set out in Annex 3.

5. Approval of an Event

- i) An Event may not be approved to proceed if there are reasonable grounds for believing that
 - a) Any aspect of the Event involves, condones or may lead to Extremism;
 - b) the speaker or other persons at the Event will incite others to commit criminal acts, including acts of violence and/or the incitement of racial or religious hatred;
 - c) the Event appears to be in direct support of an organisation that is unlawful or proscribed; (For Proscribed Terror Groups see <http://www.homeoffice.gov.uk/publications/counter-terrorism/proscribed-terror-groups/proscribed-groups?view=Binary>)
 - d) the Event may cause a breach of the Terrorism Act 2006 or the Counter Terrorism and Security Act 2015 including the encouragement or inducement to, or glorification of the commission, preparation or instigation of acts of terrorism or disseminating terrorist publications;

- e) the Event is likely to contravene health and safety legislation, or cause a breach of the peace or a public order offence;
 - f) staff, students or other internal or external groups or individuals have misled the University about the nature of the Event by falsifying or concealing information;
 - g) if it is thought that the Event may attract numbers in excess of the room/lecture theatre capacity
- ii) If there are concerns, the Responsible Officer may make one of the following recommendations:
- a) to refuse permission for the Event;
 - b) to permit the Event to proceed without further restrictions;
 - c) to permit the Event to proceed on the basis of regulatory steps designed to reduce risk, and/or with special conditions.
- iii) Special conditions may include a requirement that:
- a) the Event be filmed by an independent body
 - b) the Event be observed by University, SU, or third party officials, who will have the authority to stop proceedings if the Code is contravened before or during the Event
 - c) the Event be stewarded or subject to security (or extra security)
 - d) an Event promoting a particular view includes an opportunity to debate or challenge that view
 - e) a restricted Event be opened to others, or an Event is restricted
 - f) a copy of any speech to be delivered by the speaker is submitted in good time to the University or SU.
- The list of special conditions is not exhaustive and other conditions may be imposed at the discretion of the Responsible Officer.
- iv) Should the Event proceed then the cost of any special conditions imposed will be borne by the organisers.

6. Appeals

Appeals against the decisions of the Responsible Officer may be made to the University Secretary whose decision shall be final. An appeal will only be considered where it is based upon one or more of the following grounds:

- a. Irregularities in the conduct of the relevant procedure, which are of such a nature as to create reasonable doubt whether the Responsible Officer would have reached the same decision had they not occurred.
- b. New evidence which could not have been made available to the Responsible Officer when the referred Event was considered and which can be shown to be material to the case. The appellant must demonstrate valid reasons why such evidence could

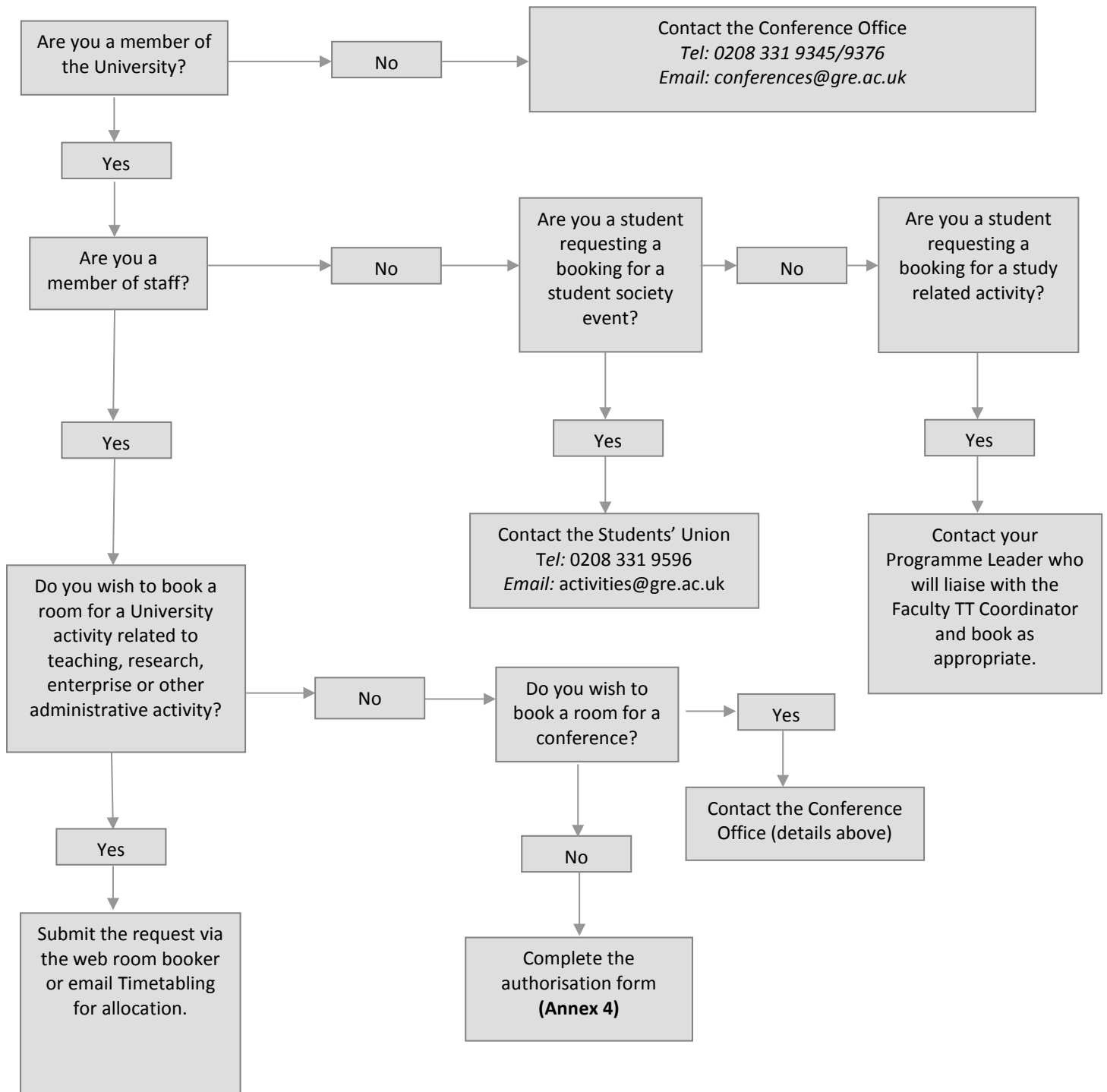
not have been made known prior to the decision being made. Where the appellant could have made the new evidence available prior to the decision being made, such evidence cannot subsequently be cited as grounds for review.

- c. That the decision reached was perverse in the face of the evidence presented to the Responsible Officer when the Event was considered.

7. Review

This Code of Practice will be reviewed at least every three years or earlier if issues arise in the operation of the Code which require substantial reconsideration.

Annex 1: Requesting Space for Non-Teaching Activities/Events



Annex 2
Section 43 of the Education (No. 2) Act 1986

(1) Every individual and body of persons concerned in the government of any establishment to which this section applies shall take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the establishment and for visiting speakers.

(2) The duty imposed by subsection (1) above includes (in particular) the duty to ensure, so far as is reasonably practicable, that the use of any premises of the establishment is not denied to any individual or body of persons on any ground connected with -

(a) The beliefs or views of that individual or of any member of that body; or

(b) the policy or objectives of that body.

(3) The governing body of every such establishment shall, with a view to facilitating the discharge of the duty imposed by subsection (1) above in relation to that establishment, issue and keep up to date a code of practice setting out -

a) The procedures to be followed by members, students and employees of the establishment in connection with the organisation -

(i) of meetings which are to be held on premises of the establishment and which fall within any class of meeting specified in the code; and

(ii) of other activities which are to take place on those premises and which fall within any class of activity specified; and

b) the conduct required of such persons in connection with any such meeting or activity; and dealing with such other matters as the governing body consider appropriate.

(4) Every individual and body of persons concerned in the government of any such establishment shall take such steps as are reasonably practicable (including where appropriate the initiation of disciplinary measures) to secure that the requirements of the code of practice for that establishment, issued under subsection (3) above, are complied with.

Annex 3

Detailed arrangements for booking University premises for Events

a) **Internal bookings** – for Faculties, Professional and Support Services and the SU, including its Student Groups.

- i. University staff or members of the SU wishing to hold Events on University premises are required to use the procedures which follow. Details of venues, forms, tariffs and other charges are available on the Events Office pages on the website. (<http://enterprise.gre.ac.uk/venue>).
- ii. University staff can request bookings on the appropriate form through their Faculty Office, or their Directorate. This is so that any requirements can be authorised by the relevant budget holder and that responsibility for the Event is clearly identified.
- iii. Students can only request bookings via the SU. Sports facilities are booked by the University Sports Department.
- iv. University Staff and the SU cannot request and Timetabling cannot book rooms on behalf of another part of the organisation or for another budget holder or for any other (external) organisations. For example, a Faculty Office is not permitted to book a room for an event being publicised as a SU event, unless it is a jointly sponsored event which should be declared when the booking is first requested and a single Principal Organiser identified.
- v. Timetabling may refer a booking request to the Responsible Officer for further advice if it considers that it does not comply with this Code of Practice.
- vi. No booking will be confirmed without the requisite authorisation and a named Principal Organiser, who is required to be present at the event, or without all of the relevant information being provided.
- vii. The signature of an external speaker confirming receipt of the Code of Practice may be replaced with an email confirmation if it is logistically difficult to obtain a signature.

b) **External bookings** – for all non-University organisations.

- i. Organisations wishing to hold Events on University premises are required to make bookings through the Events Office. Compliance will be required with this Code of Practice and the Events Office's Booking Terms and Conditions.
- ii. A named Principal Organiser, together with the information set out in 4 (vi) of this Code of Practice must be submitted with an application to hold an Event. No booking will be accepted without this information.
- iii. Where Events are determined by the Events Office or the Responsible Officer as not meeting acceptable requirements the booking may be subject to further conditions, as in para. 5 of this Code of Practice.
- iv. The signature of an external speaker confirming receipt of the Code of Practice may be replaced with an email confirmation if it is logistically difficult to obtain a signature.

**Annex 4:
REQUEST FOR EXTERNAL SPEAKERS AND/OR EXTERNAL VISITORS
TO ATTEND EVENTS ON UNIVERSITY PREMISES**

| | | | |
|--|-----------------|---------------|--------|
| Name and Date of Event: | | | |
| Campus on which you wish to hold the event: | Avery Hill | Greenwich | Medway |
| Type of space required: | Lecture Theatre | Teaching Room | IT Lab |

| | |
|---|--|
| Full name of Principal Organiser: | Department/Faculty/Directorate: |
| Full name/Brief Biography and Contact Details of External Speaker/s: | |
| Nature/Theme/Subject of the Event; Speaker/s topics: | |
| Number of those likely to attend: | |
| Is the event open to external participants? | |

The Principal Organiser must obtain authorisation from the Approving Officer

| | | |
|-----------------------------------|--|--------------|
| Name of Approving Officer: | Signature of Approving Officer: | Date: |
|-----------------------------------|--|--------------|

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|---|
| <p>Declaration of Principal Organiser:</p> <p>As Principal Organiser, I confirm that I have read and briefed the External Speaker/Visitor(s) on the Code of Practice for booking and conduct of events held on University of Greenwich premises.</p> <p>Signature of Principal Organiser: _____ Date: _____</p> |
| <p>Declaration of External Speaker/External Visitor (Confirmation may be emailed)</p> <p>I confirm that I have been briefed by the Principal Organiser on the Code of Practice for booking and conduct of events held on University of Greenwich premises.</p> <p>Signature of External Speaker/External Visitor _____ Date: _____</p> |

When the Approving Officer and Principal Organiser have signed this form, a pdf copy along with any other booking requirements should be sent to the relevant campus email address:
averyhillroombookings@gre.ac.uk
greenwichroombookings@gre.ac.uk
medwayroombookings@gre.ac.uk