

Code of Practice relating to Meetings and other Activities on University Premises

1. These Regulations are made in accordance with section 43 of the Education (No.2) Act 1986 with a view to taking the steps which are reasonably practicable to ensure that freedom of speech within the law is secured for members¹ and staff of the University, for persons attending events arranged by outside bodies, and for visiting speakers.
2. So far as is reasonably practicable, no premises of the University shall be denied to any individual or body of persons on any grounds 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.

This shall be without prejudice to the other legal obligations of the University which may require it to have regard to what is said on its premises².

SCOPE AND ENFORCEMENT OF REGULATIONS

3. The following provisions of these Regulations shall apply to any event (which term includes any meeting or other activity) which is to be held on premises of the University if there is a real likelihood that a speaker may not be able to
 - (a) enter or leave the building safely or
 - (b) deliver his or her speech.

In these Regulations any reference to the premises of the University includes any premises occupied by the Union of Students.

- 4.(a) Any permission, licence or contract for the use of University premises shall be subject to these Regulations.
- (b) Infringements of, or departures from, these Regulations in whatever respect may render those responsible subject to legal action on the part of the University or to disciplinary proceedings in accordance with the University's Discipline Regulations and procedures.
- (c) Additionally, if any such actions involve breaches of the criminal law the University authorities will be ready to assist the prosecuting authorities to implement the processes of law.
- (d) The Registrar and Secretary shall act on behalf of the Council to ensure as far as is reasonably practicable that all members and staff of the University, outside bodies meeting on University premises and visiting speakers comply with the provisions of these Regulations.

PREPARATION FOR AND CONDUCT OF EVENTS

- 5.(a) The organisers of any event to which these Regulations apply shall ensure that a single person is appointed as principal organiser of the event.
 - (b) The principal organiser shall ensure that at least two weeks before the date proposed for the event notice of the proposal is given to the Registrar and Secretary. Such notice shall contain a written statement of the name of the speaker, the subject of the address and the precise timing of arrival and departure of the speaker.
 - (c) Within five days of receiving such notice the Registrar and Secretary shall issue a statement which shall either grant or withhold permission for the use of University premises as proposed for the conduct of the event. If permission for the event to be held is granted, that event may be held only in the Convocation Hall of the Octagon Centre.
 - (d) Any permission shall be subject to these Regulations and may be subject to such special conditions as the Registrar and Secretary considers reasonably necessary to secure fulfilment of the University's statutory responsibilities concerning the protection of freedom of speech within the law.
6. The special conditions which may be imposed on any permission granted under Regulation 5 may include (but shall not be limited to) conditions
 - (a) concerning the admission or exclusion of press or broadcasting personnel;
 - (b) requiring that the credentials of all those attending the event be checked;

¹ *The members of the university include the Officers of the University, the members of the Court, the Council and the Senate, Emeritus Professors, the members of Convocation, the teaching, administrative and senior library staff, the Wardens of Halls of Residence, the graduates and the undergraduates. (For a full definition, see Section 1 of the Ordinances.)*

² *A speaker, for example, who incites an audience to violence or to breach of the peace or to racial hatred transgresses the bounds of lawful speech. Equally, assemblies of persons, even if directed to lawful purposes, cease to be lawful if they cause serious public disorder or breaches of the peace.*

- (c) requiring the presence of security staff as determined by the Registrar and Secretary, or of stewards of whose suitability the Registrar and Secretary is satisfied;
 - (d) requiring that University staff be responsible for all security arrangements connected with the event, and the appointment of a member of the University staff as 'controlling officer' for the event;
 - (e) requiring the event to be declared public (which would permit a police presence); and
 - (f) requiring the issue of tickets for attendance at any event declared public.
7. The following conditions shall apply in respect of all events for which permission is granted:
- (a) The organisers must ensure that nothing in the preparations for or conduct of the event infringes the law or by conduct likely to cause a breach of the peace or incitement to illegal acts.
 - (b) The chairman of the event must so far as possible secure that both the audience and the speaker act in accordance with the law. In case of unlawful conduct the chairman must give appropriate warnings and, in case of continuing unlawfulness, require the withdrawal of persons concerned or their removal by the stewards or security staff.
 - (c) No article or objects may be taken inside the Convocation Hall, or taken or used elsewhere on University premises in circumstances likely to lead to injury or damage.
 - (d) The Convocation Hall must be left in a clean and tidy condition in default of which the organisers may be charged for any additional cleaning and repairs required. Payment in advance or evidence of ability to pay towards these costs may be required.
 - (e) The University will normally supply and pay the cost of a public address system, or a relay system to an additional hall, or both, if there is reasonable cause to consider these necessary to enable a meeting to take place so as to ensure an adequate hearing for the speaker.
8. The Registrar and Secretary may, if satisfied at any time that such action is necessary to secure fulfilment of the University's legal responsibilities or to ensure good order at an event
- (a) impose conditions additional to those imposed at the time permission for the event was originally granted; or
 - (b) withdraw that permission.
9. Where the presence of stewards or security staff is deemed necessary as a condition of the permission for an event, the Registrar and Secretary may determine the allocation of the relevant costs incurred.

SPECIAL PROVISIONS RELATING TO UNION OF STUDENTS EVENTS

10. Where any event to which these Regulations apply is to be organised under the aegis of the Union of Students or by a society, association or club of the Union, the principal organiser of the meeting shall inform the Manager of the Union at least three weeks before the date proposed for the event. The Coordinating Committee of the Union of Students shall consider the circumstances and if that Committee is satisfied that the event is one to which these Regulations apply, the Manager of the Union of Students shall give notice of the event to the Registrar and Secretary at least two weeks before the date proposed for the event.

11. Where an event is organised under the aegis of the Union of Students or by a society, association or club of the Union, the Registrar and Secretary shall normally require the Union to provide the necessary stewards or security staff to maintain order. For the purpose of 6(d) above the Manager of the Union of Students shall normally be designated as the controlling officer.

APPEALS

12. An appeal against any ruling of the Registrar and Secretary under these Regulations may be made to the Vice-Chancellor whose decision shall be final. The Vice-Chancellor's decision shall be reported to the next meeting of the Council.