



## MANAGEMENT OF EXTERNAL EVENTS AND EXTERNAL SPEAKERS

### Introduction

1. Colleges are required to publish rules of procedure demonstrating their compliance with legal duties set out in the Counter-Terrorism and Security Act (2015) and in accordance with the UK Government's Prevent policy.

### External Events

2. There is a special requirement for instructions governing the assessment of risks attending the management of external events. In this context 'external events' refers to those scheduled or advertised meetings or activities that include visiting speakers (i.e. speakers who are not members of the University and/or one or more of the Colleges) and/or events likely to attract a significant number of attendees from without the University. By extension, the term applies to student society events hosting a visiting speaker held in College, or elsewhere, and to external bookings made with the College (e.g. graduate seminars, alumni events and conferences).

### Principles: Freedom of Speech

3. Robinson College affirms its commitment to freedom of speech in the Statement on Freedom of Speech. This statement is an important guide for use in the management of external events and speakers.

### External Events: Approval and Risk Management

4. For the purposes of resource allocation and management the Domestic Bursar is the designated "owner" of all rooms and meeting places within College, save the Chapel which is "owned" by the Chaplain. In all cases, other than the Chapel, the Domestic Bursar has the responsibility of ensuring that the College's facilities are used appropriately. The Domestic Bursar may specify, from time to time, special terms and conditions relating to the use of any College facility. The Domestic Bursar may delegate day to day management of these duties to the Conference department but it is understood that where risk may be assessed to be high, queries may be referred to the Domestic Bursar for decision.
5. No external event can take place in any room or meeting place without prior approval by the designated "owner", or the "owner's" nominated deputy.
6. All applications are received by the Conference and Catering Office which is the organisation within College designated to handle bookings and resource allocation. All applications (with the exception of applications for Chapel use) are referred to the Head of Conference and Catering Services and/or the Domestic Bursar (in accordance with the Conference & Catering department booking procedures) for ruling on behalf of the designated "owner". The Chaplain shall rule on all applications to use the Chapel, resorting to the Senior Tutor whenever it is deemed necessary.
7. Decisions on the allocation of facilities are made in the light of information provided by the organiser(s) of the external event (who must be a named individual, acting on his or her own behalf or on behalf of an organisation responsible for the external event).

### External Events: Conditions (Room Bookings)

8. The organiser of the external event must lodge a written application with the Conference and Catering Office. He or she agrees, as a pre-condition for any booking request, to notify the College immediately if any of the details concerning the external event change.
9. The College reserves the right to seek additional information before confirming a booking and the College may revoke its permission if any of the submitted information changes.
10. The submission of false or incomplete information by the organiser of an external event may invalidate the event. Any organiser who is also a member of the College and who submits a faulty application may be subject to the disciplinary procedures of the College, where appropriate.
11. A room booking for an external event shall not be considered complete unless it includes the following information:
  - Name and contact details of the event organiser
  - Title of the proposed event
  - Where a formal programme is published by the organiser:
    - Names and contact details of any formal presenters or speakers
    - Details of any external organisation represented or publicised at the event
    - Brief description of proposed talks and/or activities
  - Dates and times of the proposed event
  - Projected number of attendees: University members; members of the public.

### Risk Assessment

12. The Domestic Bursar (or their deputy) will use booking information to assess risk. Risk assessment will be undertaken with due regard to the College's duty to protect free speech and in accordance with the College's duty to prevent crime. Where full event details (see 11 above) have not been disclosed – i.e. a formal programme has not been published – the Domestic Bursar may request further information where risk is assessed to be high.
13. The College reserves the right to revoke any permissions granted or bookings confirmed, without notice, according to advice and/or information received from the Security Services.

### Inappropriate and/or Illegal Activities

The following activities shall not be permitted in Robinson College.

- Speeches or activities directly or indirectly promoting violence or which may promote or advance the radicalisation of College members (in this context 'radicalisation' refers to the act of inciting others to support terrorism or commit acts of terrorism).

- The presence of any speakers, visitors, or guests whose influence or activity, in the view of the College, carries a reasonable likelihood of risk to the health or safety of any University member(s) and/or any member(s) or of the general public.
- Activities of any kind which disregard the safety of participants and/or onlookers.