

Management of External Events and External Speakers

Context

1. Colleges are required to have written procedures to demonstrate their compliance with their new legal duties as set out in the Counter-Terrorism and Security Act 2015 and the *Prevent* duty guidance issued by government. In particular, they are required to have written procedures on how they manage the risk assessment and subsequent management of “external events”, which in this context relates to scheduled or advertised meetings or activities that include visiting speakers (i.e. speakers who are not members of the University or one of the Colleges) and/or significant numbers of attendees from outside of Collegiate Cambridge.
2. This applies, for example, 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). It is envisaged that the same principles will apply to events involving only current members of the College and any event involving an external speaker held in individual student rooms, whether or not the Dean’s permission is required. The Dean will liaise as appropriate with the Catering and Conference staff.

Principles

3. The College is strongly committed to the principle of freedom of speech and expression and has published a policy to that effect: links to that policy and this document are embedded in the booking forms for College rooms and events: students who manage College societies (including but not limited to the JCR and MCR) should familiarise themselves with its contents.
4. This document outlines key elements of written procedures for:
 - a) the management of external events at which controversial views may be expressed (whether or not they are held at the College); and
 - b) the management of visiting speakers at meetings held within the College.

Approval and risk management of events

5. All rooms and meeting places of the College fall under the responsibility of the Bursar, who will normally delegate day-to-day management to the Catering and Conference Manager and his staff, who have authority to ensure that rooms and meeting places are used appropriately. They may specify in writing particular terms and conditions relating to the use of that room or meeting place, which may include terms and conditions relating to any particular meeting or activity, if appropriate.
6. No external event can take place in a room or meeting place without prior approval by the Catering and Conference Manager (or nominated members of staff with delegated authority). Such decisions are made in the light of information provided by an external event organiser (who must be a specific person, acting on their own behalf or on behalf of an organisation responsible for the external event) through mechanisms approved by the nominated members of staff.
7. Conditions apply to all room bookings for external events, including:

- The College reserves the right to seek additional information before confirming a booking.
 - The external event organiser (i.e. the named person making the booking) agrees as a condition of submitting the room booking request to notify the College if any of the details submitted change.
 - The College reserves the right to review its decision on allowing an external event to proceed if there is a material change to any of the information.
 - The deliberate provision of false or incomplete information by the external event organiser may be addressed under the disciplinary procedures of the College, if appropriate, or otherwise invalidate the booking.
8. An initial room booking should be made through the published process, and will not be considered complete unless it includes the following information:
- name and contact details of the external event organiser;
 - title and purpose of the proposed external event;
 - names and contact details of formal presenters or speakers at the external event, if any;
 - details of any external organisation represented or publicised at the external event;
 - brief description of proposed talks and/or activities;
 - dates and times of the proposed external event;
 - projected number of attendees, including:
 - student members of the College;
 - other members of the College;
 - other members of the University;
 - people external to the College and the University.
9. The Catering and Conference Manager (or nominated members of staff with delegated authority) will use this information to assess the likelihood of a range of risks: this will include the assessment of risks specifically relating to the protection of freedom of speech and the Colleges' responsibility in preventing crime (including the promotion of illegal discrimination or terrorism).
10. Activities considered inappropriate to be conducted on College premises include:
- internal or external speakers giving talks which directly or indirectly promote violence towards members of the College or the general public, or which may advance the radicalisation of College members (as it is defined in the Colleges' statement on freedom of speech);
 - internal or external speakers whose presence or activity, in the view of the College, carries a reasonable likelihood of risk to the health or safety of its members or of the general public;
 - physical activities where there has not been due regard for the safety of participants and onlookers;
 - activities where the College has been advised by the police that they represent a high risk at the specified time or location proposed;
 - activities likely to give rise to the incitement of crime and/or likely to cause a breach of the peace.

The decision of the Bursar, having consulted on the appropriateness of any booking with the Senior Tutor as Lead Prevent Officer of the College, will be final. In such cases the test to be applied shall be whether a reasonable person would take such a view.

Annex: College contacts for booking events and meetings

A. Rooms and meeting places for events are managed by the following people on behalf of the College:

Contact (Designated Owner)	Phone/Email
Catering and Conference Manager	
Conference and Events Administrator	
Conference and Events Assistant	
Accommodation Officer	

- B. Requests for events must be provided in writing by the event organiser and ideally at least 14 days in advance of the event. (In any event, the organiser will need to take into account any lead time he or she may wish to have to publicise the event: an event should not be publicised before approval has been granted.) The College reserves the right to refuse outright any requests for the use of a room or meeting place if such a request is made within 2 days of the proposed event.
- C. Bookings should be made by contacting the persons above or otherwise through the use of the form available at: <http://www.sel.cam.ac.uk/conferences/booking-forms/>
- D. No event may be publicised as taking place until confirmation has been received from the College. If an event or room booking is refused, you may appeal the decision to the Master who will take the appeal to the College Council. The appeal decision will be the final decision of the College.
- E. In addition,
- The College reserves the right to seek additional information before confirming a booking.
 - The event organiser (i.e. the named person making the booking) agrees as a condition of submitting the room booking request to notify the College if any of the details submitted change.
 - The College reserves the right to review its decision on allowing an event to proceed if there is a material change to any of the information.
 - The deliberate provision of false or incomplete information by the event organiser may be addressed under the disciplinary procedures of the College, if appropriate, or otherwise invalidate the booking.