

## ORDINANCE 24

### CODE OF PRACTICE ON MEETINGS OR OTHER ACTIVITIES ON UNIVERSITY PREMISES

#### DEFINITIONS

**'Central Academic Body'** means an educational, academic or research institution established in accordance with Statute 17.1.

**'Central Activities'** means those activities, operations and services which the University carries out and provides centrally for the benefit of the Member Institutions and of students registered with the University itself.

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## PROCEDURES

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## **ORDINANCE 24 ANNEX 1**

### **PROCEDURES ON MEETINGS OR OTHER ACTIVITIES ON UNIVERSITY PREMISES**

#### **MEETINGS OR OTHER ACTIVITIES TO WHICH THIS PROCEDURE APPLIES**

1. This procedure shall apply only to meetings falling within the meaning of Ordinance 24, i.e. any meeting or other activity where there is a real likelihood that the speaker may not be able to enter or leave the building safely and/or deliver a speech or where there is risk to the University of being unable to carry out its legal obligations, including those described in Ordinance 6.6ps I tnance 6.6pie 6w02 Tc 0.007 Tw 2>BDC3 /TT1 1 Tf -25.36 -

- 8.3 Precise timing of expected arrival and departure of speaker(s).
  - 8.4 Information on the subject of the meeting or activity, which may include drafts, in English, of any speeches to be delivered.
  - 8.5 Draft copy in English of any proposed notice, leaflet or other material announcing or advertising the meeting. The University reserves the right to require change to or withdrawal of publicity material if in the opinion of the appointed officer it appears to breach the terms of Ordinance 24.
  - 8.6 Name, address and telephone number of a member of the University or other person responsible organising the meeting or activity.
  - 8.7 Whether the audience may include persons who are not members of the University; whether it is intended that the meeting or activity be open to the public or is by named invitation only.
  - 8.8 Details of any circumstances which give rise to concern about possible disturbance which could be caused at the meeting or activity or which might give rise to difficulty in a speaker entering or leaving the premises or being able properly to deliver his or her speech.
  - 8.9 Name and appointment or designation of the chair or alternative chair of the meeting.
  - 8.10 Any further information reasonably required by the appointed officer in order for the latter to reach a decision.
9. Within three working days of receiving such notice or further information, the appointed officer shall issue a statement to the principal organiser which shall either grant or withhold permission for the use of University premises as proposed for the conduct of the event.
  10. Permission so granted may be granted subject to such conditions as the appointed officer considers reasonably necessary to secure fulfillment of the University's legal responsibilities.
  11. Late substitution of speakers, topics or text of speeches or publicity material may be refused by the appointed officer if s/he has reason to believe that the substitution may fall within the terms of paragraph 1.
  12. The principal organiser and every other person concerned with the organisation of an event for which permission has been granted shall be required to comply with any and every condition laid down by the appointed officer under the provisions of this Procedure. Such conditions may require:
    - 12.1 That the public shall be neither invited nor admitted.
    - 12.2 That a meeting or activity shall be declared to be open to the public.
    - 12.3 That any advertisement or notice be amended or withdrawn.
    - 12.4 That if guests are to be allowed to attend, only those whose identity is known to the organisers shall be admitted.
    - 12.5 That admission be restricted and controlled by ticket, identity card or both.

- 12.6. That checking of admission be extended to the entrance to the building in addition to or instead of the door of a meeting room itself.
- 12.7 That the names and addresses of stewards (including a chief steward) be supplied in advance by the organisers for approval.
- 12.8 That a specified number of stewards shall be provided by the organisers, that they be required to be present throughout the meeting or activity and also while the audience is assembling or dispersing, and that they are briefed by the organisers about their duties and responsibilities including local fire and emergency procedures.
- 12.9 That additional staff or security be provided for the event at a charge to be determined by the appointed officer and paid for by the organiser. In addition, the cost of providing special cleaning, repair or other services shall be met by the organisers.
- 12.10 That certain members of the University shall be present in order to assist in the maintenance of good order.
- 12.11 That any speaker shall enter and leave by specified routes and shall be escorted under specified arrangements to be made by the organisers.
- 12.12 That no food or drink, alcoholic or otherwise, banners, flags, placards or similar items or any items or animals which could be used in a manner likely to lead to injury or damage or cause a breach of the peace shall be brought into the building, taken into a meeting or activity, or used anywhere on the premises.
- 12.13 That press, television, social media or broadcasting personnel be excluded, or otherwise restricted.
- 12.14 That the chair(s) be made aware of a personal duty to ensure that no speaker or other person present at a meeting should infringe the law, and that if in the opinion of the chair such conduct continues after a warning, the c

unlawfulness, to require the withdrawal or removal of persons concerned by the stewards or security staff.

16. No article or objects may be taken inside the building where the meeting is taking place, or taken or used elsewhere on University premises, in circumstances likely to lead to injury or damage.
17. Premises used for meetings or activities must be left in clean and tidy condition in default of which the organisers may be charged for any additional cleaning and repairs that are subsequently required. Payment in advance or evidence of ability to pay towards these costs may be required.
18. The sub-letting of rooms or facilities. Infringement will nullify any contract which may have existed, and the University will not be liable for any contingent loss or expense incurred by the organisers or their agents.
19. The Vice-Chancellor may require any conditions to be satisfied in addition to any required by the appointed officer, and in addition to the conditions set out above the appointed officer and the Vice-Chancellor have discretion to lay down further conditions, if appropriate, after consultation with the police. Thus they may, for example, require the designated meeting or activity to be declared public (which would permit a police presence); they may arrange for University staff to be responsible for all security arrangements connected with the meeting or activity and appoint a member of staff as 'controlling officer' for the occasion. If not satisfied that adequate arrangements can be made to maintain good order they may refuse or withdraw permission for the meeting or activity. Such a step would normally only be taken on the advice of the police.
20. Appeals against rulings or decisions of the appointed officer may be made to the Vice-Chancellor whose decision shall be final.
21. Nothing in this Procedure shall prevent the Vice-Chancellor or the appointed officer or any other officer from taking such steps as may be necessary at any time to ensure the safety of members of the University (including employees) or other persons, or to safeguard the property or assets of the University.
22. In meeting its responsibilities under the Prevent Guidance, the University may share information on breaches of the Prevent Duty within the University or with external agencies.

06 April 2020

## ORDINANCE 24 ANNEX 2

### EXTRACT FROM THE EDUCATION (NO. 2) ACT 1986

#### PART IV

#### MISCELLANEOUS

Freedom of  
speech in  
Universities,  
polytechnics  
and Colleges

43. (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, 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 so specified; and

(b) the conduct required of such persons in connection with any such meeting or activity;

and dealing with such 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.

(5) The establishments to which this section applies are-

(a) any university;

(b) any establishment which is maintained by a local education authority and for which section 1 of the 1968 (No. 2) Act (government and conduct of colleges of education and other institutions providing further education) requires there to be an instrument of government; and

(c) any establishment of further education designated by or under regulations made

under section 27 of the 1980 Act as an establishment substantially dependent for its maintenance on assistance from local education authorities or on grants under section 100(1)(b) of the 1944 Act.

(6) In this section-

'governing body', in relation to any university, means the executive governing body which has responsibility for the management and administration of its revenue and property and the conduct of its affairs. (That is to say the body commonly called the council of the university);