Events involving external speakers: Booking process

1. This process will apply to non-teaching events proposed to be held in any university owned or managed building or facility, on or off campus. Non-teaching events are defined as events which are not directly associated with the academic research activities and academic teaching programmes (as either a core or enhancement event) operated by either the University of Exeter or Falmouth University[1].

2. All non-teaching events held in any part of the university estate should be booked via the Timetabling booking system, using the web form. Booking requests received via email or telephone which include an external speaker will be referred to the web form by the Timetabling team.

3. The Timetabling booking system will require the organiser to notify the intention to invite an external speaker. If this is indicated, organisers will be required to complete an External Speaker Request web form[2]. This will advise that events with external speakers should be booked at least 21 calendar days in advance. The web form will require the organiser to provide certain information (see Appendix) regarding the event and the speaker in order to inform a risk assessment.

   For FXU and Chaplaincy: the group or society will inform FXU / Chaplaincy of the intention to book an event with a speaker.

4. All non-teaching events with external speakers are risk assessed. The criteria balance: (i) freedom of speech; (ii) protecting people from exposure to extremist views; and (iii) safety, equality and diversity for students and staff.

5. The risk assessment process will normally be completed within 8 working days of receipt of information regarding a proposed external speaker, dependent on the timely provision of any supplementary information requested of the organiser.

6. The first level assessment will be conducted via database-driven automated process overseen by the Timetabling team. This will analyse the information provided by the organiser in the External Speaker Request web form. A Clear / Not Clear rating will be the outcome. Clear indicates no identified risk based on answers to the questions on the External Speaker Request web form (see Appendix). A Clear outcome will mean the booking will be confirmed automatically. Not Clear indicates potential risk. Further assessment of these events / speakers will be required.

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[1] It is the responsibility of heads of academic areas to ensure that any event their department organises complies with the relevant policies (including lawful free speech / prevent, etc).

[2] https://sp.falmouth.ac.uk/sites/sgass/Lists/ExternalSpeakers/

For FXU: the proposed event and speaker will be risk assessed via the FXU process overseen by the FXU CEO, and any internal consultation within FXU completed. Student Services are able to provide access to external advice and information to aid the FXU risk assessment and decision-making process. A Green rating following FXU risk assessment is equivalent to a Clear rating, and will enable the booking to proceed without further review.

For Chaplaincy: the proposed event and speaker will be risk assessed by the Coordinating Chaplain, using the questions in the Appendix. Student Services are able to provide access to external advice and information to aid the risk assessment and decision-making process. A Clear rating will enable the booking to proceed without further review.

For externally organised conferences hosted on university premises: Campus & Commercial Events (CCE) will request that external conference organisers confirm that they have completed the room booking process via Timetabling (set out above). If the external conference organiser requests booking of rooms by CCE on their behalf, CCE will request completion of the appropriate form.

7. Where an event is assessed as Not Clear (by either the automated first level assessment or the FXU or Chaplaincy risk assessments), the FX Plus Director of Student Services will conduct a second level assessment. This is conducted in consultation with the University representative members of the Prevent Partnership Group. The assessment will be informed by advice and information from internal sources (e.g. Falmouth and UoE staff, FX Plus Security, Health & Safety and Student Services) as well as external sources and advisers (e.g. internet sources, police and security service advisers). The aim of second level assessment will be to reach a formal recommendation (including identifying potential mitigating actions) for the University partners to consider.

8. Following second level assessment, a recommendation will be presented by the Director of Student Services to the COO (Falmouth) and Registrar and Secretary (UoE) for their review and decision.

9. The COO (Falmouth) and Registrar and Secretary (UoE) will review the matter and agree a joint response, which will be reported to the organiser (or CEO FXU, or Chaplaincy, or CCE) by the Director of Student Services. The decision that is reported at this point is the final decision.

10. Where a speaker is refused access to university owned or managed premises or to events attended by students for any reason as a result of the processes set out here, no member of the partnership will be liable for any costs incurred. Decision-making involves thorough consultation and liaison with statutory bodies, including the security services. This may also apply if a speaker directly solicits the opportunity to access students off campus. This is in accordance with statutory guidance.

Information requirements for bookings for non-teaching events involving external speakers

Individual making booking which involves an external speaker is required to disclose to the best of their knowledge the answers to the following questions:

1. group / person making the booking;

2. title and date of event;

3. whether external (public) attendees are invited;

4. name(s) of proposed speaker(s);

5. any organisational affiliation of the speaker;

6. subject of talk.

7. Y/N answers (in discussion with the speaker(s)) to:

    7.1.   do you think that the speaker(s) or the subject might attract protest or concern?;
    A clear rating requires a 'No' answer

    7.2.   have you checked whether there have been issues / concerns raised about the speaker(s) or issues when they have attended other events?;
    A clear rating requires a 'Yes' answer

    7.3.   have there been issues / concerns raised about the speaker(s) or issues when they have attended other events?;
    A clear rating requires a 'No' answer;

    7.4.   has the speaker ever been refused permission to speak at any other venue?;
    A clear rating requires a 'No' answer

    7.5.   is there a risk that the speaker or the subject might result in offence or concern in respect of equality policies?;
    A clear rating requires a 'No' answer

    7.6.   are there any security-related threats known to the speaker(s)?;
    A clear rating requires a 'No' answer

    7.7.   are any specific arrangements, requirements or restrictions required or intended relating which may result in equality concerns (e.g. gender separated seating or attendance, physical access arrangements)?
    A clear rating requires a 'No' answer

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