**UNIVERSITY OF STIRLING**

**UNIVERSITY PREVENT STRATEGIC GROUP**

**PROTOCOL FOR MANAGING SPEAKERS AND EVENTS AT THE UNIVERSITY OF STIRLING**

1. **Introduction**

The following protocols are intended to assist members of the University of Stirling involved in managing events and arranging external speakers. They are drawn from the ‘Good Practice Guide for Scottish HE Institutions’ and from Universities UK ‘External speakers in HE Institutions’ guidelines.

1. **Purpose**

This protocol is for use as guidance for Managing Speakers and Events.

1. **Background**

The University needs to balance its legal duties in terms of ensuring freedom of speech and academic freedom, but also of protecting student and staff welfare. It also now has a legal duty *‘to have due regard to the need to prevent people from being drawn into terrorism.’*

In most circumstances, reviewing external speaker requests will be straightforward and will require no action at all and no reference to the protocols which follow. The vast majority of events, including academic seminars and guest lecturers will – as at present – be seen as a normal part of the University’s day to day activity.

All staff members who are involved in the organisation of events or speaker invitations should use the following guidance only where they think there might be cause for referral. In the case of student led events or invitations, responsibility for referral to the University Secretary will lie with the Students’ Union. Managers across faculties, professional services and the Students’ Union should maintain an awareness of this protocol and ensure that events organised within their areas are considered for referral if appropriate.

1. **Stages for Managing Speakers and Events**

# STAGE 1 - Submission of a speaker/event request

Any member of staff who believes there may be issues that might require additional consideration in terms of counter-terrorism should discuss this with their direct line manager. Should there be any reason for concern, additional information should be requested by the line manager from the event organisers:

* Details of the event/speaker, including time and venue
* Overview of the event, subject matter and ticketing arrangements
* Relevant information relating to the speaker
* Likely press or media interest
* Confirmation that the event/speaker will not be promoted or advertised until - or if - agreement is given to host on university premises

As with the initial guidance, it is expected that most cases that are reviewed at Stage One will not lead to a referral, and that the event or speaker can proceed as planned.

# STAGE 2 – Review of speaker/event request

Should there be any concerns arising from Stage One, the matter should be raised with the relevant Dean of Faculty/Faculty Manager or Director of Professional Service Directorate, or in the case of a student led event, the President or Chief Executive of the Students’ Union, who should consider whether the topic or speaker is likely to breach the law or pose significant risk to the wellbeing of staff, students and visitors.

In assessing this, the Dean of Faculty/Faculty Manager, the Director of Professional Service Directorate or President or Chief Executive of the Students’ Union should consider the following points:

* Does the proposed speaker have links to or represent a proscribed terror group or organisation as designated by the UK Government?
* What is the focus of the event and might the subject matter or title be controversial or cause distress? Will both sides of the argument be represented?
* Has the speaker any recent history of controversy in relation to terrorism, particularly at a HE institution?
* What security provisions are proposed, and are they considered to be sufficient?
* Will hosting the event pose a reputational risk for the university?

# STAGE 3 – Referral to Prevent Working Group

Should any of the above issues arise, a briefing on the proposed event covering the points in stage 2 above should be referred by the Dean of Faculty/Faculty Manager, Director of Professional Service Directorate or the President or Chief Executive of the Students’ Union, to the University Secretary, as Chair of the University's Prevent Group\*. She will raise the matter with the University Prevent Group, which will consider what practical steps should then be taken to: allow and securely manage; postpone; or cancel the event.

A range of mitigating actions may be offered. These might include:

* Varying the time and location of the event from the original plan
* Requiring a different person to chair the event
* Making the event all-ticket and requiring attendees to show ID
* Requesting an advance copy of any guest list
* Placing restrictions on numbers
* Enhancing security arrangements
* Imposing conditions on how the event is to be advertised
* Mandatory attendance of specified senior university representatives
* Restricting or refusing media attendance
* Imposing an alcohol ban
* Imposing conditions on how the event is run, for example in relation to requests for segregation of the audience
* Requesting a running order and script of what is likely to be said in advance and requiring an undertaking that these are adhered to
* Briefing the chair in advance to make clear their responsibilities under the law
* Restricting what materials are available at the event

**STAGE 4 – Communication of a speaker/event decision**

Decisions should be clearly communicated to the organiser of the event, normally within two weeks of the submission of any request.

Should conditions be required, these should be clearly stated at that point along with a requirement for written agreement before the event will be allowed to take place on campus.

# Bookings through Commercial Services Directorate

In addition to the above protocols, the Commercial Services Directorate will continue to consider requests to host non-teaching events in the normal manner through the online enquiry form. As with the protocols above, should there be any cause for concern this should be communicated to the Chair of the University Prevent Group.

# Membership of the University Prevent Group

University Secretary & Chief Operating Officer (Chair)
Senior Deputy Principal
Deputy Secretary
Director of Estates & Campus Services
Head of Facilities
Director of Communications, Marketing and Public Engagement (CMPE)

Deputy Head of Student Support Service

President, Students’ Union