Members, students and employees of the College must conduct themselves at meetings and other events on College premises so as to ensure that freedom of speech within the law is secured for members, students and employees of the College and for visiting speakers. The College believes that a culture of free, open and robust discussion can be achieved only if all concerned avoid needlessly offensive or provocative action and language. The freedom protected by this Code of Practice is confined to the exercise of freedom of speech within the law.

1. Section 43 of the Education (No 2) Act 1986 requires the College to issue and keep up to date a code of practice to be followed by all members, students and employees of the College for the organisation of meetings and other events, which are to be held outdoors, as well as indoors, on College premises, and for the conduct required of members, students and employees of the College in connection with any such meetings and other events.

2. An intentional reckless or negligent breach of this Code of Practice may constitute an offence under the College’s Disciplinary Code and members of the College are reminded that alleged breaches of this Code may be the subject of disciplinary action.

3. In addition, while this Code only applies to the organisation of meetings and other events on College premises, conduct at meetings and events outside of College premises may also be governed by any code of practice that those premises may have in place.

4. No revision of this code will take effect except by decision of the Governing Body of the College.

Meetings and events on College premises

5. Where the nature of a proposed meeting or event, the identity of the speaker or speakers or some other factor gives rise to concern on the part of the organisers, or any other member of the College, they are responsible for bringing the meeting or event promptly to the attention of the Sub-Rector. Members of the College must always report events where they consider that:
   - the meeting or event may give rise to an environment in which people will experience, or could reasonably fear, discrimination, harassment, intimidation, verbal abuse or violence, particularly (but not exclusively) on account of their age, disability, gender reassignment, marriage or civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation;
   - a proposed external speaker is a member of, or is likely to use the event to encourage support for, a proscribed organisation;
   - the meeting or event is likely to pose a risk to health and safety of those lawfully on College premises; or that it may prompt a risk to public safety.

As required by section 12 of the Terrorism Act 2000, the College will not provide a platform for speakers where it is known that:
   - the proposed speaker belongs to, or professes to belong to, a proscribed organisation; or
   - the proposed speaker will use the event to support, or to further the activities of, a proscribed organisation.

6. Any member of the College who is in any doubt about the application of this Code of Practice to any meeting, event or public gathering on College premises is under an obligation to consult the Sub-Rector, who will determine whether the provisions of the Code apply.

Procedure

7. Organisers must supply details of the following:
   - time and date of the proposed meeting or event;

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1 Under the Terrorism Act 2000, the Home Secretary may proscribe an organisation if she/he believes it is concerned in terrorism. For the purposes of the Act, this means that the organisation:
   (a) commits or participates in acts of terrorism
   (b) prepares for terrorism
   (c) promotes or encourages terrorism (including the unlawful glorification of terrorism) or is otherwise concerned in terrorism.
• proposed location of the meeting or event;
• the names, addresses and colleges (if any) of the organisers;
• the name of the organisation making the arrangements;
• the name of any expected speaker and whether or not they are a member of the University;
• an overview of the meeting or event and the topics that will be covered;
• whether the event will be open to members of the public.

8. Information is required at least seven working days in advance (although the Sub-Rector may, at their discretion, agree to receive information closer to the time of the meeting than this). The Sub-Rector may cancel any meeting or event where the required information has not been provided seven working days in advance.

9. The Sub-Rector may consult with relevant College and University Officers or outside bodies as appropriate.

Decisions

10. The Sub-Rector shall have the power to do the following in relation to any meeting or event on college premises:

• to give such directions and to adopt such measures as seem appropriate to prevent or minimize the delay or disruption of it;
• to postpone, relocate or impose conditions on it. Conditions may include, but are not limited to, a requirement that tickets should be issued, that an adequate number of stewards should be provided, that the police should be consulted about the arrangements, and that the time and place of the meeting should be changed.
• if the Sub-Rector considers it to be necessary and proportionate to meet the college’s legal obligations, they may require that the event include a speaker or speakers who will present different arguments or points of view.

11. In deciding whether to exercise their powers the Sub-Rector will act in accordance with the College’s legal responsibilities, including

• the importance of academic freedom (as required e.g. by the Education Reform Act 1988);
• the need to ensure that freedom of speech within the law is secured (as required e.g. by the Education (No 2) Act 1986);
• the rights and freedoms enshrined in the European Convention on Human Rights and incorporated into domestic law by the Human Rights Act 1998;
• to have due regard to the need to eliminate unlawful discrimination, promote equality of opportunity, and foster good relations between different groups in accordance with the Public Sector Equality Duty; and
• the Counter-Terrorism and Security Act 2015 which requires universities and other ‘specific authorities’ to ‘have due regard to the need to prevent people from being drawn into terrorism’ (sec 26(1)) and which also provides that ‘when carrying out the duty imposed by section 26(1), universities must have particular regard to the duty to ensure freedom of speech; and to the importance of academic freedom.

12. The Sub-Rector may only cancel or postpone a meeting if, in their assessment, that is necessary, proportionate and reasonable to either:

• ensure the event is not directed to an unlawful purpose; or
• reduce or eliminate a significant risk to ensure that the meeting or event does not cause a significant risk to the health (physical or mental) or safety of those lawfully on College premises or to the public; or
• meet the legal obligations of the College, including those specified in paragraph 11 above.

The cost of cancellation rests with the organisers.

13. The Sub-Rector will communicate their decision to the organisers of the event promptly and will set out the reasons for the decision.
Appeal

14. If an organiser is unhappy with the outcome of a decision of the Sub-Rector they may write to the Rector, setting out clear reasons for unhappiness with the decision and requesting a reconsideration of the decision by the Governing Body.

15. The Rector will communicate the Governing Body decision on the appeal to the organisers of the event promptly and will set out the reasons for the decision.

The University

16. The provisions of section 43 of the Education (No 2) Act 1986 apply separately to the University.

17. Members of the College are reminded that College disciplinary regulations apply outside of College premises including but not limited to University premises.

College premises made available for use by outside organisations

18. In any case where the College is proposing to grant permission to an outside organisation or group to hold a meeting or event on College premises, the provisions of this Code will apply.
Exeter College, Oxford
Meetings and Events (External Speakers) Policy

This policy must be read in the context of the College’s Code of Practice on Freedom of Speech, which is available on the College website: www.exeter.ox.ac.uk/policies

All external events booked into Exeter College rooms, whether by Exeter students or by other members of the University, must have the permission of the Sub-Rector.

Permission should be sought from Jeri Johnson, Sub-Rector, Exeter College, or by email at sub-rector@exeter.ox.ac.uk. Such request must be accompanied by (1) a completed booking form, and (2) a signed agreement that all speakers will abide by the policies, codes of practice and legal requirements placed upon the College. It will be the explicit responsibility of the person requesting the booking to ensure compliance by any external speaker with the policies enumerated in the next paragraph. Failure to undertake such an assurance will result in refusal of permission. Failure to abide by these procedures, including application at least seven full calendar days before the planned event, will result in refusal of permission.

Anyone speaking at an event booked into Exeter College premises must agree to abide by the College policies and codes of practice on Freedom of Speech, Harassment, Equality and Diversity, and must abide by all legal requirements placed upon the College by, not only but specifically, the Counter-Terrorism and Security Act 2015, the Equality Act 2010, the Human Rights Act (particularly Article 14), and various Education Acts (not least Education (No 2) Act 1986, section 43).

The College has a duty ‘to ensure that freedom of speech within the law is secured’ (Education (No2) Act 1986) but also to have ‘due regard to the need to prevent people from being drawn into terrorism’ (Counter-Terrorism and Security Act 2015).

Further, the College has a legal duty to ensure that its policies against harassment and for equality and diversity are followed. A form completed and signed by the person seeking to book College premises for (an) external speaker(s) stating that all speakers understand and will abide by these legal duties and responsibilities is the pre-condition of permission to book rooms and for speakers to address any group therein.

The Sub-Rector
November 2015

Updated version approved by Governing Body 21 July 2016
Room Booking Rules

**Speaker/VIPs: See attached. A signed agreement is required.** In addition, the Sub-Rector must be made aware of and agree to the attendance at an event of a visiting speaker/VIP.

A full application must be made in writing on the form provided at least seven full calendar days in advance. (attached).

Members of College must specifically alert the Sub-Rector where they consider that:

- the meeting or event may give rise to an environment in which people will experience, or could reasonably fear, discrimination, harassment, intimidation, verbal abuse or violence, particularly (but not exclusively) on account of their age, disability, gender reassignment, marriage or civil partnership, pregnancy, maternity, race, religion or belief, sex or sexual orientation;

- a proposed external speaker is a member of, or is likely to use the event to encourage support for, a proscribed organisation;

- the meeting or event is likely to pose a risk to health and safety of those lawfully on College premises; or that it may prompt a risk to public safety.

As required by section 12 of the Terrorism Act 2000, the College will not provide a platform for speakers where it is known that:

- the proposed speaker belongs to, or professes to belong to, a proscribed organisation; or

- the proposed speaker will use the event to support, or to further the activities of, a proscribed organisation.

In addition to the legal obligations placed on the College, security arrangements may need to be in place (sometimes involving police); there may be a risk of demonstration; the Governing Body may wish to extend some form of hospitality to the visitor.

- **Smoking** is not permitted in any meeting room.

- **Food and drink** are only permitted if this has been approved at the time of booking. Please note that all food and drinks have to be purchased from the College, via the Catering Manager. **Permission for food and drink must be obtained from the Sub-Rector.**

- **Keys** to rooms are available from the Porters’ Lodge.

- **Attendees:** meetings are limited to members of College or University clubs or societies and their accompanying guests.

- **Debates:** Any debate whether involving internal or external speakers **MUST** be brought to the attention of the Sub Rector before the room booking is confirmed.

- **Charges and Deposit:** College Members are **not usually** charged for booking meeting rooms. However, any non-College or University club or society bookings require a deposit of £200. This may take the form of a cheque made payable to Exeter College, and will be returned to the organiser once the room has been inspected. It is the organiser’s responsibility to ensure that the room is left clean and tidy, with any furniture returned to its original position.

- **Noise** should cease at 11.00 p.m. on weekdays, or 11.30 p.m. on Fridays and Saturdays. The organiser is liable to disciplinary action in the event of any disturbance.

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2 Under the Terrorism Act 2000, the Home Secretary may proscribe an organisation if she/he believes it is concerned in terrorism. For the purposes of the Act, this means that the organisation:

- commits or participates in acts of terrorism
- prepares for terrorism
- promotes or encourages terrorism (including the unlawful glorification of terrorism) or
- is otherwise concerned in terrorism.
This statement, signed, must be returned with the application for room booking.

I, ____________________________________________________________, as organiser of this event, have read and agree to abide by the College’s Policy on Meetings and Events (External Speakers) and I have informed the invited speakers of the legal obligations and duties of the College as outlined above. They have agreed to abide by these, and I have no knowledge of any reason why they might not do so.

Name(s) of invited speakers________________________________________________________________________

Name of organiser (printed)________________________________________________________________________

Signed_____________________________________________________________________________________

Date______________________________________________________________________________________
Type of Event (lecture, meeting, party, debate etc.)

___________________________________________________________________________________

Society Name:
Rooms may only be booked by members of the relevant society

Will (an) external speaker(s) be addressing attendees? Yes / No

Name(s) of speaker(s) and topic of address

___________________________________________________________________________________

Is the proposed speaker a member of the University? Yes/No

Will the event be open to members of the public? Yes/No

All external speakers require approval from the Sub-Rector. In addition, an agreement stating that all speakers understand and will abide by the legal duties and responsibilities of the College as outlined on the attached document must be signed by the person seeking to book a room.

Date of Event:__________________________________
Required: at least seven calendar days’ notice.

Start Time: ____________________________ Finish time: ____________________________

Number of People Expected: ________________________________________________________

Will the event involve food and/or drink? ______________________________________________

Please note that neither food nor drink is permitted in any of the rooms except by the explicit agreement and at the discretion of the Sub-Rector. Permission must be sought by writing to sub-lector@exeter.ox.ac.uk.

Room Requested (Please Circle):

<table>
<thead>
<tr>
<th>Stapledon Room</th>
<th>(25 people)</th>
<th>Quarrell Room</th>
<th>(20 people)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saskatchewan Room</td>
<td>(120 people)</td>
<td>Morris Room</td>
<td>(10 people)</td>
</tr>
</tbody>
</table>

I am a member of Exeter College or of a recognised University society. I have read and accept the rules overleaf. If I have an external speaker I have read and signed the agreement that all speakers will abide by the legal obligations and duties of the College.

Name: __________________________________________ Date: ____________________________

Signature: __________________________________________

Completed form should be returned to the Head Lodge Porter (Chris Probert)