

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.

'University premises' means the Senate House, Stewart House, Student Central, Halls of Residence, ULIP and any premises occupied by a Central Academic Body or Central Activity, including sporting activities undertaken by students on University premises. Premises occupied by Member Institutions or other third parties are excluded. If any doubt arises about the meaning of 'University premises' as those to which this Ordinance applies, the Vice-Chancellor shall resolve the matter and the Vice-Chancellor's decision shall be final.

INTRODUCTION

- 1.1 In pursuance of the duties of the Board of Trustees as laid down in Section 43 of the Education (No. 2) Act 1986 (see Annex 2 of this Code) and to meet the responsibilities imposed by the Counter-Terrorism and Security Act 2015 (the "Prevent Duty") and with a view to taking steps which are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the University and for visiting speakers, the Board of Trustees of the University has made the Procedures at Annex 1.
- 1.2 This Ordinance and the Procedures appended apply to all members, students and employees of the University, and to visiting speakers, and to all premises defined above.

PRINCIPLES

- 2 The University shall not, so far as is reasonably practicable, deny access to any University premises to any individual or body on grounds connected with the beliefs, views, policies or objectives of that individual or body, unless the University reasonably concludes, acting through the appointed officer (see procedure at Annex 1) that it has obligations which make it prudent and in the public interest to deny access.
- 3 These will include obligations to secure participants' safety, to avoid public disorder and breaches of the peace, and to avoid transgressions against lawful freedom of speech.
- 4 The University will have regard to its responsibilities in relation to gender segregation, as outlined in the guidance produced in 2014 by the Equality and Human Rights Commission.

<http://www.equalityhumanrights.com/publication/gender-segregation-events-and-meetings-guidance-universities-and-students-unions>

PROCEDURES

- 5 There will be procedures, approved by the Board of Trustees, to be followed by all members, students and employees of the University, and by visiting speakers, in respect of:
 - 5.1 meetings or any other activities which are to be held on University premises 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 of the University being unable to carry out its legal obligations, including those described in paragraph 3;
 - 5.2 the conduct required of all persons in connection with any such defined meetings or activities;and
 - 5.3 any other related or ancillary matters which the Board of Trustees declares to fall within this Ordinance.
- 6 Infringements of, or departures from, these procedures in whatever respect will render those responsible subject to disciplinary proceedings and may constitute misconduct.
- 7 Additionally, if any such actions involve breaches of the law, University authorities will be ready to assist the prosecuting authorities to implement the processes of law and, if charges are preferred, will stay disciplinary proceedings pending the outcome of any such proceedings.

15 February 2019

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 24 paragraph 3;
2. Any person who believes that a meeting might fall within the terms of this Ordinance must inform the appointed officer immediately. The appointed officer shall contact the principal organiser and seek further information as set out in paragraph 9 below.

APPOINTED OFFICER

3. The Board of Trustees, in laying down the following, authorises the Vice-Chancellor to appoint an officer or officers who shall act on its behalf to ensure as far as is reasonably practicable that all members of the University, students and employees of the University and visiting speakers, comply with the provisions of this Procedure.
4. If the meeting or other activity is to be held at the University of London Institute in Paris, the Chief Executive Officer of ULIP, or in his/her absence a delegated individual, shall be the appointed officer.
5. For all other premises the Director of Property and Facilities Management shall be the appointed officer. In the case of the School of Advanced Study, s/he may delegate the role of appointed officer to the relevant Institute Director where appropriate. In the case of the premises occupied by Student Central (including the sporting activities), s/he may delegate the role of appointed officer to the Acting General Manager of Student Central.
6. The Pro Vice-Chancellor (Operations) shall be informed of any action taken under this Procedure, and he/she shall, as appropriate, inform the Vice-Chancellor.

BOOKING MEETINGS OR OTHER ACTIVITIES ON UNIVERSITY PREMISES

7. Bookings must be made as far in advance as possible, and *at least* 10 clear working days before a meeting or activity is to be held. Accommodation bookings, hiring to outside persons or organisations and the attendance of members of the public at University meetings may be confirmed only by the appointed officer or an officer authorised to act on the appointed officer's behalf. The name, address, organisation if relevant, and telephone number of an individual who is the principal organiser must be provided.

PROCEDURES

8. If the organisers of a meeting or activity have grounds for believing that the meeting or activity falls within the terms of paragraph 1, the principal organiser shall immediately ensure that notice of the proposal is given to the appointed officer containing:
 - 8.1 Date, time and exact place of meeting or activity.
 - 8.2 Name of speaker(s) or alternative speaker(s).

- 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 chair has a duty to close the meeting.
- 12.15 That the chair(s) be instructed in advance about the chair(s)'s duty to decide whether a meeting should be terminated, and about procedures for requesting police to be summoned in case of breach of the peace or a criminal act, or threat of either occurrence.
- 12.16 That the organiser comply with any other instructions as may be given about the conduct of a meeting or activity or conditions under which it may be held.
13. The University may require a public address or relay system to be provided to an additional hall at the organiser's expense if there is reasonable cause to consider either of these necessary to enable a meeting or activity to take place within adequate hearing for the speaker.
14. Organisers have a duty to see that nothing in the preparations for or conduct of a meeting or activity infringes the law, e.g. by conduct likely to cause a breach of the peace or incitement to hate speech or to other illegal acts, or breach of the Prevent Duty.
15. The chair of the meeting has a duty so far as possible to secure that both the audience and the speaker act in accordance with the law during the meeting (and in particular the provisions of Section 43 of the Education (No. 2) Act 1986). In cases of unlawful conduct, the chair is required to give appropriate warnings and, in cases of continuing

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.

1 January 2016

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);

'university' includes a university college and any college, or institution in the nature of a college, in a university.

(7) Where any establishment-

(a) falls within subsection (5)(b) above; or

(b) falls within subsection (5)(c) above by virtue of being substantially dependent for its maintenance on assistance from local authorities;

the local education authority or authorities maintaining or (as the case may be) assisting the establishment shall, for the purposes of this section, be taken to be concerned in its government.