PROTOCOL FOR MANAGING SPEAKERS AND EVENTS
AT THE UNIVERSITY OF GLASGOW

The following protocols are intended to assist members of the University of Glasgow 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.

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 will lie with the SRC.

The protocol for managing speakers and events would then fall into four stages:

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 head of School, director of research institute or head of service, 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 HoS/DoRI/HoS 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, the event should be referred by the head of school, director of research institute or head of service to the Secretary of Court, as Chair of the University's Prevent Group*. He will raise the matter with the 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.

Central Timetabling Bookings

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

*   Membership of the University Prevent Group
Chief Operating Officer & University Secretary, convener   *Dr David Duncan*
Clerk of Senate   *Professor Jill Morrison*
Director of Communications and Public Affairs   *Peter Aitchison*
Director of Student Services   *Dr Robert Partridge*
Head of Security & Central Services   *Gary Stephen*