UNIVERSITY OF GLASGOW
Senior Management Group
21 June 2021

PROTOCOL FOR MANAGING SPEAKERS AND EVENTS AT THE UNIVERSITY OF GLASGOW

The following protocol is intended to assist members of the University of Glasgow involved in managing events and arranging external speakers. It should be read in conjunction with the University's *Statement on Freedom of Speech* –
https://www.gla.ac.uk/myglasgow/news/staffupdates/2018archive/headline_573753_en.html

The University seeks to comply with the legal duty to ensure freedom of speech and academic freedom, but also to:

➢ Prevent 'hate crime', as defined in the *Hate Crime and Public Order (Scotland) Act 2021* and related legislation – https://www.legislation.gov.uk/asp/2021/14/contents (when implemented)

➢ Prevent harassment or discrimination as required by the Equality Act 2010 (Public Sector Equality Duty) – https://www.gov.uk/guidance/equality-act-2010-guidance

➢ 'Have due regard to the need to prevent people from being drawn into terrorism' – https://www.gov.uk/government/publications/prevent-duty-guidance

Most events, including academic seminars and guest lecturers will – as at present – be seen as a normal part of the University's day-to-day activities. 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. The protocol may also be used by student associations, with referral to the University Secretary at the discretion of the association Presidents.

The protocol for managing speakers and events has four stages:

STAGE 1 – Submission of a speaker/event request

Any member of staff who believes that a proposed event may give rise to a breach of the law 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 interest from the press or other parties outwith the University
➢ 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 1 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 1, the matter should be raised with the Head of School, Director of Research Institute or University Services Director, who should consider whether

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the topic or speaker is likely to breach the law or give rise to concerns about public order and security.

In assessing this, the Head of School / Director of Research Institute / University Services Director 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 subject of the event? Is it likely to include content which breaches the legislation identified above?
➢ Has the speaker any recent history of prosecution for breaches of the law?
➢ What security provisions are proposed, and are they considered to be sufficient?
➢ Does the proposed event raise concerns about public order and security?

STAGE 3 – Referral to University Secretary

Should any of the above issues arise, the Head of School, Director of Research Institute or University Services Director should refer the event to the University Secretary. The University Secretary will raise the matter with the Referral Group, which will consider what practical steps should then be taken.

A range of actions may be considered. 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
➢ Applying password controls at virtual events
➢ 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
➢ Managing media attendance
➢ Imposing an alcohol ban
➢ Imposing conditions on how the event is run
➢ 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
➢ Postponing or cancelling the event
➢ Seek guidance from the Senior Management Group or other groups and committees as appropriate

STAGE 4 – Communication of a speaker/event decision

Decisions of the Referral Group will 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 before the event is permitted to take place on campus.

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Central Timetabling Bookings

In addition to the above protocol, Central Timetabling will continue to consider requests to host non-teaching events in the normal manner through the online booking form. As with the protocol above, should there be any cause for concern this should be communicated to the University Secretary who will consult the Referral Group as appropriate.

Other Advice and Guidance

Organisers of conferences and events may wish to refer to the following advice on Embedding Equality and Diversity in University Funded Conferences and Events.

https://www.gla.ac.uk/myglasgow/ris/researchpolicies/ourpolicies/equalityevents/

Membership of the Referral Group

- Chief Operating Officer & University Secretary (chair)
- Clerk of Senate
- Head of Communications
- Executive Director of Student and Academic Services
- Head of Security
- Deputy Director of People & OD
- Head of Legal

9 June 2021

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