HUGHES HALL
UNIVERSITY OF CAMBRIDGE

Annex: Processes for meetings and events on College premises

Accompanies;

HUGHES HALL CODE OF PRACTICE ON FREEDOM OF SPEECH

Annex: Processes for meetings and events on College premises

The starting premise should be that all events should go ahead and that cancellation is exceptional and undesirable. The procedures include demonstrable ways for the College to consider steps it is necessary to take to ensure the safety of all persons and the security of College premises. (These include, but are not limited to: requirements as to the provision of security/stewards, the speaker being part of a panel, ensuring that a member of staff is in attendance, or that the event or meeting should take place in alternative premises, at a later date, or in a different format.)

A1. This Annex is issued under paragraph 6.7 of the College's Code of Practice on Freedom of Speech, which reads: "Where any person or body to whom this Code of Practice applies is seeking to hold a College event or meeting on College premises which is outside of the normal academic curriculum the processes in the Annex shall be followed, except where the event or meeting is purely commercial."

EVENTS MANAGEMENT PROCEDURE

1. This procedure deals with both risk assessment and management of various College events, especially those which include external speakers and/or attendees. Note:
    - 'external' means anyone who is not either a member of Hughes Hall or a member of staff
    - private meetings of Senior Members or College-approved events like dinners and concerts are not normally included – if in doubt, check with the Senior Tutor

2. It also demonstrates Hughes Hall's compliance with the legal duties set out in the Counter-Terrorism and Security Act 2015 and the Prevent duty guidance issued by government.

3. Hughes Hall is strongly committed to the principle of freedom of speech within the law. Every event organiser must ensure that their event complies with the College's Code of Practice on Freedom of Speech.

4. The organiser of a proposed event which will be held in the College must be either a Fellow, Senior Member, staff member or student of Hughes Hall, and complete either a Conference booking form, available from conferences@hughes.cam.ac.uk or a MCR Room Booking Form, available at Room Booking – Hughes Hall MCR (cam.ac.uk). If a meeting or event is proposed without such an organiser, it may only proceed on condition that a Member, Senior Member,

member of staff or student is identified or nominated as the organiser responsible for the meeting or event.

5. The forms capture data on the type of event, subject areas of speakers, any contentious or controversial topics that might be covered, how these will be handled and a referral flag to the Senior Tutor if the event requires further scrutiny.

6. The Conference Team and/or Senior Tutor will assess the proposed event in light of legislation and guidance, and will authorise it as proposed, or authorise it with conditions, or decline the request.

7. Hughes Hall reserves the right to seek further information, to stipulate conditions, or in exceptional circumstances, to decline a request for an event held at the College. Hughes Hall reserves the right to review its decision if the organiser does not communicate changes of plan to the College and to cancel an event, even at the last minute, if it becomes aware of significant unauthorised changes.

8. Once approved, the organisers of meetings and events must comply with any conditions set by Hughes Hall. Such conditions may include:

    - change of time or location
    - limits on attendance or activities
    - provision of a chairperson or additional contributor(s) with alternative perspective(s)
    - presence of Hughes Hall Senior Members or staff members
    - an adequate number of stewards or security staff are available

    The cost of meeting the conditions, apart from security costs, and the responsibility for meeting them, rests with the organisers. Security costs will be borne by Hughes Hall other than in exceptional circumstances, as set out in paragraph 6.4 of the Code of Practice on Freedom of Speech.

9. The reasons for declining an event are set out at paragraph 6.2 of the College's Code of Practice on Freedom of Speech.

10. If a booking is declined, or is only permitted with conditions, the organiser may appeal to the Bursar indicating clearly why you consider the Senior Tutor's reasoning to be inappropriate. The Bursar's decision is final.

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