HUGHES HALL
UNIVERSITY OF CAMBRIDGE

GOVERNING BODY

Confirmed minutes

Ninety-seventh meeting of Governing Body 4 December 2024

In person at 5.30pm

{} indicates that this item will be removed prior to publication on the College website.

Present: Sir Laurie Bristow (President, Chair), Prof Nidhi Singal (Vice-President), Dr Farah Ahmed, Dr Jimmy Chan, Dr Bart de Nijs, Prof Gishan Dissanaike, Prof John Doorbar, Dr Joe Ellis, Ms Emily Farnworth, Prof Tamsin Ford (to item 97.8), Dr Markus Gehring (from item 97.4.2), Prof Emanuele Giovannetti, Prof Sara Hennessy (to item 97.20), Dr Sarah Hoare, Prof Riikka Hofmann, Dr Sonia Ilie, Prof Bill Irish, Dr Agnieszka Iwasiewicz-Wabnig, Dr Florian Jaeckle, Dr Spencer Johnston, Dr Lois Kim, Ms Jane Mann, Dr Vasiliki Mavridou, Dr Kennedy Mbeva, Dr Tori McKee (Senior Tutor), Mr Jonathan Newby (Bursar), Prof William Nuttall, Prof Ajith Parlikad (from item 97.3), Dr Sally Raudon, Dr Corinne Roughley, Prof Ricardo Sabates, Dr Guillermo Serrano Nájera, Prof Eugene Shwageraus, Prof Caroline Trotter (to item 96.14), Prof Rupert Wegerif, Yi Wei, Dr Clive Wells, Dr Alexis Willett, Kerry Wilson, Dr Nigel Yandell, Dr Matteo Zallio.

In Attendance: Mr Patrick Dunne (Assistant Bursar, for items 97.4.1 to 97.4.8), Mr Michael Hewett (Partner, PEM Chartered Accountants, for items 97.4.1 to 97.4.8), Dr Alastair Lockhart (Statutes & Ordinances Review Lead, for item 96.13), Mrs Wendy Solomou (Secretary to Governing Body).

On leave: Prof Lars Vinx.

Apologies: Prof Michael Barrett, Mr William Charnley, Ms Mahnaz Malik, Dr Gosia Marschall, Prof Neil Mercer (Senior Independent Fellow), Prof Jonathan Powell, Dr Perla Pucci, Prof Jorge Santos, Prof Kishore Sengupta, Prof Jeffrey Skopek, Dr Martin Steinfeld, Prof Andreas Stylianides, Prof Suzanne Turner, Prof Harro van Asselt, Dr Jessica White.

Absent: Dr Othman Cole, Dr David McCay, Dr Tabitha Mwangi, Prof Paul Tracey.

OPEN BUSINESS

97.1. Introduction

97.1.1. Welcome

The President welcomed Ms Jane Mann, who was attending Governing Body for the first time, and thanked Mrs Solomou, Secretary to Governing Body, who was attending her last meeting.

The President informed Governing Body that Mr Michael Hewett of PEM Chartered Accountants and Mr Patrick Dunne, Assistant Bursar, would be joining the meeting for the audit items (to 97.4.8), and that Dr Alastair Lockhart would be joining for item 97.13 to give an update on the revision to the Statutes.

The President congratulated Prof Dissanaike on his recent appointment as Dean of the Judge Business School.

97.1.2. Declarations of interests (Open Business)

There were no declarations of interests.

97.2. Minutes and Matters arising from the Open Business of Governing Body, of 23 October 2024

97.2.1. Approval of minutes (GB97 01)

Governing Body approved the minutes as an accurate record.

97.2.2. Governing Body action list: Open Business

There were no items on the action list.

97.2.3. Matters arising not otherwise on the agenda

There were no other matters arising.

97.3. President's report (GB97 02)

The President summed up the term as very busy and pointed to the Report of the Trustees in the College's audited accounts as a good guide to the College's activities and progress over the past academic year. He expressed pleasure in welcoming many new faces to the Fellowship and noted that the current recruitment of new Bridge Fellows had attracted a strong field of applicants.

Kerry Wilson and Dr Willett each provided a brief update on their respective areas and presented plans for celebrating the 140th anniversary of the College in 2025.

97.4. Annual report and accounts 2023-24

The Bursar welcomed Mr Dunne and Mr Hewett to the meeting.

97.4.1. PEM Audit Matters report to trustees following the audit to 31 July 2024 (GB97 03)

Mr Hewett thanked the College's Finance Team, who had readily provided information and facilitated a smooth audit process. He highlighted the biggest change in the accounts from the previous year to be a significant reduction in provision for pension costs resulting from the 2023 valuation of the Universities Superannuation Scheme (USS). He provided a brief overview of the Auditor's report to the Governing Body noting that the matters arising were minor and few, only two, minor control points had been raised, and no adjustments to the financial statements had been identified during the audit. He observed that this all reflected the quality of College's financial team.

97.4.2. Bursar's introduction to the accounts (GB97 04)

The Bursar spoke to the paper which explained, for the lay reader, the distinction between the management accounts detailing operational activity presented at each Governing Body meeting, and the

RCCA accounts, which capture additional information. He noted that the Bridge centres accounted for a significant component of the consolidated group income (24%) and expenditure (25%).

Mr Hewett reviewed the headlines of the sets of the audited accounts (items 97.4.3 to 97.4.5) and responded to questions.

The Bursar thanked Mr Hewett and the PEM Team for a well-conducted audit process. He also expressed his gratitude to the Assistant Bursar and the Finance team for for their hard work throughout the year, which had resulted in a clean audit.

97.4.3. Audited RCCA accounts of Hughes Hall (GB97 05)

Governing Body approved the RCCA accounts of Hughes Hall for 2023-24.

97.4.4. Audited accounts of Hughes Hall Limited (GB97 06)

Governing Body approved the accounts of Hughes Hall Limited for 2023-24.

97.4.5. Audited accounts of Hughes Hall Conference Company Limited (GB97 07)

Governing Body approved the accounts of Hughes Hall Conference Company Limited for 2023-24.

97.4.6. Letters of Representation (GB97 08)

Governing Body approved the three letters of representation from Governing Body to PEM (concerning Hughes Hall, Hughes Hall Limited, and Hughes Hall Conference Company Limited).

97.4.7. Audited accounts Hughes Hall (Hong Kong) Limited (GB97 09)

Governing Body received the audited accounts of Hughes Hall (Hong Kong) Limited for 2023-24.

97.4.8. Draft accounts of Chapter Zero Limited (GB97 10)

Governing Body received the draft accounts of Chapter Zero Limited for 2023-24.

97.4.9. Appointment of the auditors for 2025-26 (for the audit of the 2024-25 accounts)

Dr Chan, Chair of Audit and Risk Committee, outlined the Committee's reasons for their recommendation for the appointment of the auditors.

{Governing Body approved the reappointment of PEM at the proposed fee of £31,080.}

The President thanked Dr Chan and the other members of the Committee.

97.4.10. *****Unconfirmed minutes Audit and Risk Committee (Open Business), of 12 November 2024 **(GB97 11)

Governing Body received the unconfirmed minutes of Audit and Risk Committee (Open Business).

97.5. ***Cost of Fellows' research expenses programme, 2023-24 (GB97 12)

Governing Body received the report of the cost of the Fellows' research expenses programme.

97.6. Report on College Officers' and Post-holders' annual reviews

The President reported that two of the five planned annual reviews had been completed and that the remaining three were scheduled to take place.

97.7. [CONFIDENTIAL] Future of Centre for Climate Engagement (CCE), Climate Governance Initiative (CGI), and Chapter Zero Limited (CZL) (GB97 13)

[REDACTED]

97.8. Digital Education Futures Initiative (DEFI): Update report and 2024-25 budget (GB97 14)

Prof Wegerif presented a brief overview of the activities of DEFI and details of its strategic objectives and proposed budget for the coming year.

In discussion the issue of the future growth path of DEFI, and Bridge centres in general, was raised. The President and the Bursar acknowledged that the collective commitment to develop and grow the Bridge centres would pose challenges in terms of pressure on space and staff, and managing risk, which the Governing Body would need to address as decision points were reached.

97.9. Camtree (Cambridge Teacher Research Exchange): Update report and 2024-25 budget (GB97 15)

Prof Hennessy spoke to the paper, which provided an overview of Camtree outlining its aims and reach, operations and revenue generation. The paper provided details of Camtree's proposed budget for the coming year and, and its anticipated activities and funding over the next two to three years.

97.10. New funding for DEFI and Camtree (GB97 16)

{The Bursar presented the paper, which included the draft terms of a grant from Twinkl, a UK-founded educational publisher. The grant would provide funding of £901,440 for DEFI and Camtree over three years and included a 20% overhead allocation to the College. The University's Committee on
the final stages of review by Twinkl's legal counsel.

Governing Body approved delegated authority to the Bursar to accept the grant subject to his review of the final terms of the agreement. A point was raised and noted that the College should exercise caution regarding any future approvals for the donor's use of the Hughes Hall logo.}

97.11. Prevent accountability and data return (ADR) for the academic year 2023-24 and review of the College's Freedom of Speech statement (GB97 17)

The Senior Tutor (Prevent Lead and Chair of Prevent Committee) spoke to the paper.

1. On the recommendation of Prevent Committee, Governing Body approved the Office for Students (OfS) Accountability Data Return (ADR) for the academic year 2023-24.

2. Governing Body approved delegating authority to the President to sign off the ADR in future years to allow the deadline for submission (normally around 1 December) to be met. The ADR would continue to be submitted to Governing Body each year and any significant issues brought promptly to its attention if necessary.

3. Governing Body approved a revised Freedom of Speech Code of Practice (given in the Appendix to the minutes). The need for a revision had arisen following the new Government's decision not to implement the HE Freedom of Speech Act (2023).

97.12. Management accounts to 31 October 2024 (GB97 18)

The Bursar presented management accounts for the first quarter to 31 October 2024, noting that actual income and expenditure were tracking well against the forecast.

97.13. Statutes revision update (GB96 19)

At the President's suggestion the item was taken out of order after item 96.14.

Dr Lockhart reported that in response to the issues raised at the Special meeting of 3 October, the Statutes and Ordinances Review Working Group had made further updates to the proposed Statutes, as highlighted in the paper along with explanatory comments. The main updates (revised Statutes references given) were:

- VI. Titular Fellows Statute:
    - Honorary and Pfieffer Fellowships separated out, reflecting their high honorary standing [VI.1].
    - Quondam Fellowships and Visiting Fellowships excluded from the system of Fellowship Classes in Statute [V]; instead, included with all other types of Titular Fellowships referred to collectively as 'By-Fellows and such other titles', to be stipulated in Ordinances [VI.2].
- XII and XIII. Update to notice periods:
    - Removal of the requirement that Statute and Ordinance change notices occur in Term only.
    - A reduction in the notice period for standard Governing Body meetings out of Full Term from 21 to 14 days.
- II.5. Addition of the qualifier 'elected', i.e., 'The Senior Fellow who is an elected Council member to preside at Governing Body in absence of the President and Vice-President'.
- V.1. Fellowships to be referred to as 'categories' rather than 'Classes'.
- V.2. Inclusion of the requirement that GB Fellows 'must be eligible, qualified and ready to serve as charity trustees of the College'.
- V.9. Inclusion of a reference to 'capability' procedures alongside grievance and disciplinary processes for Fellows.
- V.11. Removal of Former Presidents from the system of seniority of Fellows.
- IX.4. Inclusion of a reference to 'capability' procedures alongside grievance and disciplinary processes for students.

Dr Lockhart agreed to follow up queries raised by a Fellow concerning the reduction of notice periods, the removal of Council's responsibility to provide for the 'recreation of the Fellows, students and employees of the College' [III.2.a], distinctions to be made between 'Fellows' and 'Trustees', and whether final approval of the revised Statutes should be delayed until the revised Ordinances had been presented to Governing Body.

Dr Lockhart informed Governing Body that the working draft had been sent to the Visitor (the Chancellor) as a courtesy and to the University Draftsman for informal comment, and to the College's legal advisor for a final legal review of the text. The final draft would be presented to Governing Body in Lent term. In the meantime, he would continue to work on revisions to the Ordinances.

97.14. [CONFIDENTIAL] Update on estates strategy

{[REDACTED]}

97.15. Any other Open Business

The Bursar noted that Prof Singal would not be available, in her capacity as Research Director, to approve applications for the Fellows' Research Expenses Grant whilst on sabbatical leave. Governing Body approved his proposal that responsibility for approving applications be delegated to the President during Prof Singal's period of leave in the Lent and Easter terms.

End of Open Business WS

HUGHES HALL
UNIVERSITY OF CAMBRIDGE

HUGHES HALL CODE OF PRACTICE ON FREEDOM OF SPEECH

Approved by Governing Body, 4 December 2024. w/e/f 4 December 2024.

1. INTRODUCTION

1.1 Hughes Hall is fully committed to the principle, and to the promotion, of freedom of speech within the law as defined in 3.1.

1.2 This Code of Practice sets out the College's commitment to freedom of speech within the law, outlines the various legislative frameworks under which such freedoms must be upheld and may be circumscribed, and summarises the procedures used by the College to manage these issues.

2. SCOPE

2.1 This Code of Practice applies to:

2.1.1 all Fellows, other Senior Members, staff and students of the College; and

2.1.2 visiting speakers and all other persons invited or otherwise lawfully participating in College activities on College premises.

2.2 For the avoidance of doubt, this Code of Practice does not apply to purely commercial meetings or events on College premises.

2.3 References in this Code of Practice to "College premises" means those premises over which Hughes Hall exercises control, whether indoor or outdoor.

2.4 The University of Cambridge and its associated Cambridge Students' Union both have their own duty to secure freedom of speech within the law and have both issued their own Code of Practice on this topic.

2.5 The activities of the College student union (the MCR) are subject to this Code of Practice and adherence of this student union to the Code is monitored by the College.

3. KEY CONCEPTS AND LEGISLATIVE FRAMEWORK

3.1 *Freedom of speech* means the freedom, within the law, to receive and impart ideas, opinions or information by means of speech, writing or images (including in electronic form) without interference. The use of the term 'Freedom of Speech' within this document should always be taken to read 'Freedom of Speech within the law'.

3.2 Academic freedom, in relation to academic staff at the College, means their freedom within the law to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without loss of their jobs or privileges at the College, or the likelihood of their securing promotion or different jobs at the College being reduced.

3.3 These concepts are underpinned by the Human Rights Act 1998, which brings the European Convention on Human Rights into direct effect in national law. Article 10 of the Convention articulates freedom of expression as a human right and sets out the limited circumstances in which that right might be circumscribed (such as to protect public safety, for the prevention of disorder or crime, or for the protection of the reputation or rights of others). These concepts also exist

within other UK legislation. Universities and similar institutions in England (including the College) have duties under the Higher Education and Research Act 2017 (as amended by the Higher Education (Freedom of Speech) Act 2023) to take such steps as are reasonably practicable to secure and promote freedom of speech and academic freedom within the law for all Fellows, other Senior Members, staff and students and for visiting speakers.

3.4 Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on certain bodies, including higher education institutions such as the College, in the exercise of their functions to have 'due regard to the need to prevent people from being drawn into terrorism'. This necessitates the establishment of protocols and procedures by which to assess the risks associated with meetings or events that are College hosted, affiliated, funded, or branded. This Act also requires the College to have particular regard to its other duties with regard to academic freedom and freedom of speech. Debate, discussion, and critical enquiry are, in themselves, powerful tools in preventing people from being drawn into terrorism.

3.5 Under the Equality Act 2010, Fellows, other Senior Members, staff and students must not be subjected to unlawful discrimination, harassment, intimidation or threats of violence on the grounds of race, sex, age, religion or philosophical belief, sexual orientation, disability, gender reassignment, marriage and civil partnership, or pregnancy or maternity. However, the provisions of the Equality Act 2010 are not to be interpreted to undermine freedom of speech and academic freedom. As a result, students' learning experience and the working environment of all Fellows, other Senior Members and staff may include exposure to research, course material, discussion or speakers' views that they find offensive, contentious or unacceptable, but are nonetheless within the law, and unlikely to be considered unlawful harassment or discrimination under the Equality Act 2010.

3.6 There are other legislative requirements that may be relevant in particular cases, such as offences under the Terrorism Acts if speech encourages terrorism, or amounts to the incitement of religious or racial hatred or hatred on the grounds of sexual orientation under the Public Order Acts, as well as statutory requirements relating to the holding of processions and assemblies. The College is not under any obligation to secure or promote freedom of speech that contravenes any legislative requirements.

4. VALUES

4.1 The College values freedom of thought and expression and freedom from discrimination and it encourages its Fellows, other Senior Members, staff, students and visitors to engage in robust, challenging, evidence-based and civil debate as a core part of academic enquiry and wider College activity, even if they find the viewpoints expressed to be disagreeable, unwelcome or distasteful. These values extend to the student union of the College (the MCR). The steps the College takes to embed its values in practice are set out in section 5.

4.2 The College fosters an environment in which all of its Fellows, other Senior Members, staff and students can participate fully in College life, and feel able to question and test received wisdom, and to express new ideas and controversial or unpopular opinions within the law, without fear of intolerance or discrimination. In exercising their right to freedom of speech, the College expects its Fellows, other Senior Members, staff, students and visitors to be tolerant of the differing opinions of others, in line with the College's core value of freedom of expression. The College also expects its Fellows, other Senior Members, staff, students and visitors to be tolerant of the diverse identities of others, in line with the College's core value of freedom from discrimination. While debate and discussion may be robust and challenging, all speakers have a right to be heard when exercising their right to free speech within the law. Neither speakers nor listeners should have reasonable grounds to feel censored or intimidated.

4.3 The College will ensure that Fellows, other Senior Members and staff are able to exercise freedom of thought and expression within the law without placing themselves at risk of losing their job, Fellowship or other supernumerary position, or any College privileges and benefits they have or affecting the likelihood of their securing other jobs or roles in the College. The College expects all Fellows, other Senior Members, staff and students to engage with intellectual and ideological challenges in a constructive, questioning and peaceable way. The right of Fellows, other Senior Members, staff and students to freedom of assembly, and to protest against certain viewpoints, should not obstruct the ability of others to exercise their lawful freedom of speech.

5. STEPS THE COLLEGE TAKES TO ENSURE FREEDOM OF SPEECH AND ACADEMIC FREEDOM

5.1 The College will ensure that its teaching, curriculum, programmes of events (both of the College and its student union, policies and procedures reflect its duties to ensure, so far as is reasonably practicable, freedom of speech and academic freedom within the law and the very high level of protection for the lawful expression of viewpoints and for speech in an academic context, including but not limited to:

a) its processes for programme development and approval, quality assurance and academic assessment;
b) its processes for admission, appointment, reappointment and promotion;
c) its policies relating to equality, diversity and inclusion (including the public sector equality duty) and the Prevent duty;
d) its processes for facilitating research; and
e) its codes of conduct and other behaviour policies, which will ensure no individual will be subjected to disciplinary sanction or other less favourable treatment by or on behalf of the College because of the lawful exercise of freedom of speech or academic freedom.

5.2 The College does not enter into non-disclosure agreements related to complaints about sexual misconduct, bullying or harassment.

5.3 The College has processes in place to identify and manage any risks to freedom of speech or academic freedom arising from the terms of certain overseas funding, including funding from endowments, gifts, donations, research grants and contracts, and educational or commercial partnerships.

5.4 The College shall:

5.4.1 ensure that this Code of Practice is brought to the attention of new students at registration and new Fellows, other Senior Members, and staff during induction;

5.4.2 draw the attention of Fellows, other Senior Members, students and staff to this Code of Practice annually, and ensure that it is referred to in other College documentation as appropriate;

5.4.3 ensure that all relevant Fellows, other Senior Members and staff are aware of and/or receive appropriate training on freedom of speech and academic freedom;

5.4.4 ensure that all relevant decision-makers, in making any decision or adopting any policy that could directly or indirectly (and positively or negatively) affect freedom of speech, act compatibly with the College's free speech duties as they apply in the relevant circumstances;

5.4.5 periodically seek feedback from Fellows, other Senior Members, staff, students and other stakeholders to secure their views on whether freedom of speech and academic freedom at the College are being adequately protected and take the responses into account;

5.4.6 ensure that there are adequate measures in place to raise concerns about freedom of speech and academic freedom;

5.4.7 ensure that when new policies and procedures are introduced consideration is given to their impact on freedom of speech and academic freedom;

5.4.8 ensure that it has appropriate processes for the holding of events and meetings as set out in section 6 below;

5.4.9 monitor any concerns that have been raised about freedom of speech and academic freedom to ensure that they are addressed so far as is reasonably practicable and to address any lessons learned and draw the attention of complainants to its processes for investigating complaints and the OfS complaint scheme as set out in section 7; and

5.4.10 take steps to secure compliance with this Code of Practice, including where appropriate taking disciplinary action.

6. COLLEGE AND STUDENT UNION EVENTS AND MEETINGS – PROCEDURES AND CONDUCT OF ATTENDEES

6.1 Active speaker programmes are fundamental to the academic and other activities of the College and Fellows, other Senior Members, staff and students are encouraged to invite a wide range of speakers and to engage critically but courteously with them, including as set out at paragraph 6.6 of this Code. This Code of Practice provides the only mechanism by which the College can cancel or impose conditions on College and student union meetings or events where this action is deemed necessary as a result of the event's subject matter and/or speaker(s). This is to ensure that the use of College premises is not inappropriately denied to any individual or body of persons on any ground connected with their beliefs or views or the policy or objectives of a body (with the exception of proscribed groups or organisations) of which they are a member. However, all speakers should anticipate that their views might be subject to robust debate, critique and challenge.

6.2 The starting point should always be that the event should go ahead and that cancellation is exceptional and undesirable. Depending on the circumstances, it may however be reasonable to refuse permission for a College meeting or event where the College reasonably believes (from the nature of the speakers or from similar activities in the past whether held at the College or otherwise) that:

6.2.1 the views likely to be expressed by any speaker are contrary to the law;

6.2.2 the speaker is likely to incite breaches of the law or to intend breaches of the peace to occur;

6.2.3 the meeting will not permit contrary or opposing viewpoints to be held or expressed;

6.2.4 the speaker and/or the organisation they represent advocates or engages in violence in the furtherance of their political, religious, philosophical or other beliefs;

6.2.5 the views likely to be expressed by any speaker are for the promotion of any illegal organisation or purpose, including organisations listed on the government's list of proscribed terrorist groups or organisations; or

6.2.6 it is in the interest of public safety, the prevention of disorder or crime, the proper functioning of the College or the protection of those persons lawfully on College premises, that the meeting does not take place.

6.3 The lawful expression of controversial or unpopular views will not in itself constitute reasonable grounds for withholding permission for a College or student union meeting or event.

6.4 Where the College is reasonably satisfied that the otherwise lawful expression of views at an event or meeting on College premises is likely to give rise to disorder or threats to the safety of participants or the wider College community, the College shall consider what steps it is necessary to take to ensure the safety of all persons and the security of College premises. These may 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. The College may impose such conditions and requirements upon the organisers as are reasonably necessary in all the circumstances, ensuring that the conditions and requirements go no further than is necessary to address the risks it has identified. The College will only pass on the costs of security for using the premises to those arranging the relevant event or meeting in exceptional circumstances, such as where the costs are wholly disproportionate to the numbers likely to be attending the event and

the event could be held in a more proportionate way, or where the visiting speaker could reasonably be expected to have their own security because of the political or state office they hold. Any request to a meeting or event organiser to pay security costs in exceptional circumstances will be in writing and will explain those costs and any appeal mechanism. Any request to pay security costs will not be influenced to any degree by the ideas or opinions of any individual involved in organising the event or meeting, or by the policy or objectives of, or the views of any of the members of, any body involved in organising the event or meeting.

6.5 These narrow exceptions to the general principle of freedom of speech are not intended ever to apply in a way that is inconsistent with the College's commitment to the completely free and open discussion of ideas.

6.6 Those attending events and meetings at the College are expected to conduct themselves in a manner consistent with the following principles:

6.6.1 everyone has the right to free speech within the law.

6.6.2 the aim of events at the College is to expose Fellows, other Senior Members, staff and students to the widest possible range of views, within the law.

6.6.3 protest is itself a legitimate expression of freedom of speech but protesters should recognise the rights of others participating in the event or meeting, and in particular not violate the rights of others to speak during the event. Protest must not shut down debate.

6.7 Where any person or body to whom this Code *of Practice* applies is seeking to hold a College or student union 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.

7. BREACHES AND COMPLAINTS

7.1 Where the College receives a concern about the exercise of academic freedom or freedom of speech or where it has received a concern about a possible infringement or departure(s) from the values and procedures set out in this Code of Practice, it will consider which of its procedures are most appropriate to consider the concern, making such enquiries and seeking such information as it considers necessary. Such consideration may lead to further investigation in accordance with the College's disciplinary procedures *(*Fellow*,* other Senior Member, staff or student*)*, or the College's grievance or complaints procedures.

8. MONITORING AND REVIEW

8.1 The Prevent Committee and College Council will periodically review the contents and operation of this Code of Practice and report on its operation.

8.2 The point of contact for any query about this Code of Practice and its Annex is the Senior Tutor, email: compliance@hughes.cam.ac.uk.

***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.