

CANTERBURY CHRIST CHURCH UNIVERSITY

External Speakers Planning Form

Introduction

The Code of Practice on the Freedom of Speech and External Speakers requires the Principal Organiser to complete and submit an External Speakers Planning Form.

Before submitting the Planning Form, the Principal Organiser should undertake appropriate consultations with any relevant Schools and/or professional services departments

The Planning Form needs to be submitted to the Timetabling and Rooming team within Registry at least four weeks in advance.

The Code assumes that an event will go ahead provided

- (a) it is within the law; and
- (b) in the case of controversial speakers and events, risks can be fully mitigated to protect students, staff and visitors.

The Planning Form is intended to help to assess the actions required

The Principal Organiser undertakes the initial assessment as to whether the event or any speaker is to be regarded as controversial. If it is deemed to be controversial, there needs to be further preparation specifically

- (a) consultation with the University Solicitor's Office (to confirm all the obligations of the University are met), Corporate Communications (to confirm the publicity arrangements and how external communications are to be managed) and Facilities Management (to confirm stewarding and hospitality arrangements); and
- (b) the production of a written risk assessment.

The Planning Form is also intended to guide the Principal Organiser in identifying the practical elements that need to be addressed in the process of ensuring the smooth running of the event. As such it should be regarded by the Principal Organiser as an aid rather than a burden.

Although the Planning Form is to be submitted at least four weeks in advance, it is recognised a proposal to invite a speaker is separate from the confirmation of the date, time and location. Indeed, the decision could be taken many months beforehand. The Planning Form should be submitted as soon as the decision is taken so outline agreement can be given for a speaker in advance of confirming the date.

The Planning Form should form the basis for undertaking a [Risk Assessment](#) for the event.

The completed form should be sent to [contact details]

CANTERBURY CHRIST CHURCH UNIVERSITY

External Speakers Planning Form

1. The Principal Organiser

Name, job title and contact details of Principal Organiser

Note: The Principal Organiser has responsibility for ensuring the request meets the University requirements. In addition the Principal Organiser may need to assist the University is addressing queries relating to the event from the media, the public and staff or students.

2. Speakers

- (i) Provide the Name(s) and detail(s) of visiting speaker(s)
- (ii) What organisation, if any, do they represent?
- (iii) Have they spoken at the University before or at another university or college? If so, please provide details.

3. Overview of the event

- (i) Subject matter of the event
- (ii) Name and job title of the appointed chair, and experience in chairing events of this kind
- (iii) Is the event being sponsored? If so, by who and will advertising appear at it?

4. Details of the Event

If the date has not been fixed; include as much information as is known

- (i) Date
- (ii) Time
- (iii) Place: Campus, Building Room
- (iv) An approximation of the maximum number expected to attend
- (v) Expected attendees e.g. general public, staff, students, invited guests,

Note: if multiple events, list separately

5. Access to the Event

- (i) Will the event be open to the public?

- (ii) Will there be a question and answer session? Will all attendees be able to participate in the question and answer session?
- (iii) Will the media be permitted and/ or invited to attend the event? If so, give details.
- (iv) Will the event be recorded (either audio or video) by a journalist and/ or the Principal Organiser? If so, give details.

Planning Assumptions

The following are planning assumptions, and do not require a response. If the assumptions are not correct, the relevant factor needs to be addressed in the risk assessment

- There will be no segregation by gender, except during collective religious worship. [For advice see Equality and Human Rights Commission (2014) [Gender Segregation at Events and Meetings Guidance for Universities and Students' Unions](#)]
- Checks will be made to ensure there are suitable arrangements in place for those with disabilities.
- The event will take place entirely in English as the language of instruction and assessment for the University is English (except for programmes that entail the teaching of a language other than English).

6. Publicity

- (i) How will the event be advertised?
- (ii) Please attach a draft copy of the materials advertising the event
- (iii) What publications or materials will be available to event attendees?
- (iv) Will there be a bookstall at the event selling any related materials and/or merchandise? If so, who will be organising the bookstall?
- (v) Outline the engagement (or planned engagement) with External Relations.

7. Due Diligence

- (i) In the view of the Principal Organiser are one or more of the speakers to be regarded as controversial, and that this constitutes a specified event?
- (ii) Describe the checks undertaken to establish where there is a likely threat of disruption caused by the proposed meetings or activity. Where there is a threat this needs to be addressed in the risk assessment what is the substance of that threat.

- (iii) Describe the checks undertaken to establish any potential issues that may arise with any of the visiting speakers including any controversy attracted by the speaker in the past. Considerations needs to be given to any safety considerations that the speakers might have.

Note: Controversial speakers might include those subject to adverse media attention; or associated with a campaign or political pressure group; or a member of a group whose views may be deemed as being discriminatory or inflammatory to others.

The freedom of speech within the law of controversial speakers is recognised, but appropriate plans need to be put in place including consultation with Facilities Management and Corporate Communications.

8. Stewarding

- (i) Outline the arrangements for stewarding the event (including meeting and greeting the speaker).
- (ii) Outline any engagement (or planned engagement) with Facilities Management, including the role of University Security.

9. Risk Assessment

A risk assessment is to be prepared for a specified event. However, this can be completed later than the External Speakers Planning Form, and does not have to be submitted with it.

The completed form should be sent to events.planning@canterbury.ac.uk

What happens next?

The majority of event requests should be relatively straightforward and confirmation of the request is made by Timetabling and Rooming to the Principal Organiser within five working days of the request.

Where Timetabling and Rooming consider that the specified event may involve a controversial speaker, the request will be passed for review to the General Counsel, whether or not this has been identified by the Principal Organiser.

The purpose of the review is to assess whether mitigating actions are required and have been identified because the speaker has been identified as controversial. Confirmation of receipt of the request is made to the Principal Organiser within five working days of the request, including any conditions that apply to the event.

There may be a need to discuss arrangements with the Principal Organiser. The presumption is that an event will be approved unless there are grounds set out in the Code of Practice on the Freedom of Speech and External Speakers.