

**EXTERNAL SPEAKER POLICY AND APPROVAL PROCESS**

In order to discharge its legislative duties under the Education (No.2) Act 1986, the Human Rights Act 1998 and the Counter Terrorism and Security Act 2015, the University is required to conduct a risk assessment in respect of events on campus or University branded event off campus involving external speakers; in particular to ensure that the exercise of free speech remains within the law.

This policy relates to external speaker event bookings that take place on University College Birmingham’s campus or that are organised with UCB or the Guild of Students’ sponsorship or under UCB or the Guild of Students’ branding.

This policy applies to all staff and students; and to individuals and external organisations that wish to organise an event involving a speaker under UCB or the Guild of Students’ sponsorship or branding.

The organiser of an event involving external speakers must consider any potential risks, taking into account the University and the Guild of Students’ statutory and legal obligations. All bookings must conform to UCB’s **‘**[**Code of Practice on Freedom of Expression’**](https://www.ucb.ac.uk/media/zyhfn5rj/code-of-practice-on-freedom-of-expression-feb-2018-academic-board.pdf)**.**

The named organiser will complete an external speaker approval form and forward this to Room Bookings for approval at least 10 days in advance of the event taking place, for approval by a member of the Executive Management Team.

In order to assess risk, UCB or the Guild of Students may contact the Designated Prevent Lead, other Universities, the West Midlands Regional Prevent Lead, members of the West Midlands CTU or any other agency that is deemed necessary in order to manage the risk of the external speaker. UCB, where necessary, will discuss with these partners the likely risks of the event/speaker continuing based on previous experience of those consulted, those likely to attend any event and whether or not the event is balanced by involvement of those with differing opinions. UCB will, wherever possible, work with partners and event organisers to mitigate the risks related to the event continuing. This may include, but is not limited to changes to security arrangements, panel selection and event space as necessary.

It is the intention of both UCB and the Guild of Students to ensure that freedom of speech is upheld and that no speaker is prevented from exercising the right to express their beliefs or views, within the law. UCB or the Guild of Students will in no way intentionally inhibit the freedom of speech expressed by an external speaker, staff member or UCB student.

**EXTERNAL SPEAKER APPROVAL FORM**

You must complete this form when referring an external speaker for approval in accordance with the University’s *External Speaker Policy* and *Code of Practice on Freedom of Expression*. All completed forms must be submitted to **Room Bookings** at least 10 working days in advance of the proposed event and **BEFORE** the speaker has been booked at: [roombookings@ucb.ac.uk](mailto:roombookings@ucb.ac.uk)

***Please complete all sections***

|  |  |
| --- | --- |
| **Event Organiser:**  *(Name, Role/Title, Department, Society / Club)* |  |
| **Title of event:** |  |
| **Brief description / title of the event:** |  |
| **Date of event:** |  |
| **Start time:** |  |
| **End time:** |  |
| **Requested Venue / Room:**  *(for online events, please indicate the online platform used)* |  |
| **Who may attend?**  ***(please tick)*** | **□ STAFF only**  **□ STUDENTS only**  **□ SOCIETY members only**  **□ STUDENTS and STAFF**  **□ ALL, including members of the public** |
| **Numbers expected, including speakers:** |  |

|  |  |
| --- | --- |
| **External Speaker(s) details:**  *Name, position and brief background* |  |
| **External Speaker(s) organisation/affiliation:** |  |
| **Please list any known internet sites or social media accounts held by the External Speaker:** |  |
| **External Speaker**  **Address:** |  |
| **Telephone number:** |  |
| **Email:** |  |
| **Has the External Speaker been granted or refused permission to attend an event at this or another university?** *(please give details)* |  |
| **Further information:**  *Please give details to support external speaker approval as appropriate* |  |

**COSTS**

Please give details of any costs which may be incurred:

|  |  |  |
| --- | --- | --- |
| ITEM | COST | ORGANISING STAFF MEMBER |
| External Speaker Fee |  |  |
| Transport |  |  |
| Car Parking |  |  |
|  |  |  |

Once the event has taken place, please ask the External Speaker to complete a guest speaker expense form to this amount. If the guest speaker completes more than 3 sessions in one academic year (1st August – 31st July) this will be deemed as regular work and so we are unable to pay by invoice. They will need to be paid via Unitemps payroll, please contact Unitemps in advance of the first session to provide them with their details.

**DECLARATION:**

**I, the Event Organiser, confirm that all information in this form is correct and that the details of the event will not change following final approval. I am confirming my responsibility as chief organiser of this event under the Code of Practice on Freedom of Speech and Assembly and the External Speaker Policy.**

**Signed:**

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPROVAL**

Event Approved:

|  |  |
| --- | --- |
| **YES** |  |
| **NO** |  |
| **REFERRED** |  |

If no/referred, please state the reason for rejection or referral:

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**EXTERNAL SPEAKER EXPENSES FORM**

Name of speaker: Click or tap here to enter text.

Address: Click or tap here to enter text.

Email:Click or tap here to enter text.

Telephone Number:Click or tap here to enter text.

VAT Number (If applicable):Click or tap here to enter text.

Date of Event:Click or tap here to enter text.

Description of event:Click or tap here to enter text.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Net** | **VAT** | **Gross** |
| UCB contribution to expenses: | £ | £ | £ |
| **Total** | £ | £ | £ |

If you are a UK taxpayer, it is your responsibility to declare this payment to HMRC and to make any necessary income tax payments to them.

**Payment Details**

Payee Name: Click or tap here to enter text.

Account Code: Click or tap here to enter text.

Sort Code: Click or tap here to enter text.

Requested By: Click or tap here to enter text. Date: Click or tap to enter a date.

Budget Holder Approval By:Click or tap here to enter text. Date: Click or tap to enter a date.