



UNIVERSITY COLLEGE  
OF ESTATE MANAGEMENT

# **UCEM External Speaker Policy**

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## Approval History

Version	Date	Name
1.00	07/05/2016	Board of Trustees
2.00	17/05/2018	Quality Standards and Enhancement Committee

## Document History

Version	Date	Reason	Person
1.00	07/05/2016	Policy required	G. Smith
01.01	15/02/2018	To bring in line with sector best practice	H Edwards
2.00	17/05/2018	Incorporating comments from QSEC	H Edwards

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# 1. Introduction

UCEM welcomes visiting speakers to its premises, on its Virtual Learning Environment and in some instances at external venues. Such speakers bring great diversity of experience, insight and opinion, and spark discussion and debate among students, staff and visitors alike. Currently external speakers are used in the following contexts:

- Online or face to face events to students and/or staff to support the learning and teaching curriculum;
- CPD events for the property and construction sector; and
- Events to promote UCEM; including but not limited to its programmes; annual conference; working with employers and PSRBs.

The purpose of this policy is to set out how UCEM will manage the risks around external speakers and to set out a governing framework for visiting speakers to ensure that debate, challenge and dissent are not only permitted but expected. It will demonstrate how it seeks to maintain a safe environment where freedom of speech, expression and academic debate can exist. In line with UCEM's Code of Practice chapter on Equality and Diversity, UCEM is committed to creating an environment where everyone is treated with dignity and respect and where diversity is valued.

# 2. Policy statement

UCEM is committed to providing students with an environment where freedom of expression and speech (within the law) are protected, but balanced with the need to ensure that UCEM staff and students are free from harm and hatred.

In the context of UCEM, an external speaker is defined as anyone who is not engaged under any form of contract with UCEM and is engaged to address groups of students or delegates or for the purposes of CPD or other public facing events.

UCEM is aware of its responsibilities to have due regard to the need to prevent people from being drawn into terrorism, placing a proportionate amount of consideration on its policies and procedures.

The approval of external speakers should not be denied on grounds of position or belief.

UCEM seeks to ensure that the policy is embedded within the institution's day to day practices, policies and procedures.

# 3. Scope

This policy applies to all aspects of academic life at UCEM and includes all tutors and guest lecturers.

# 4. Implementation

## 4.1 Booking an external speaker

UCEM is committed to providing opportunities for students to meet and share the views of a range of subject specialists. However, in doing so, UCEM is also committed to ensuring that sufficient checks are undertaken on each individual before they are booked to ensure that

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they are suitable for Higher Education and pose no threat to students. All external speakers must act in accordance with the law and not breach the lawful rights of others.

The majority of external speakers' requests will be straightforward and can be authorised locally by the relevant Head of Faculty or Director of Commercial and Business Development. However, where any concerns are raised the referral will be further considered by Deputy Principal and University College Secretary.

### 4.1.1 Local Assessment of Proposed External Speaker(s)

Prior to the confirmation of an external speaker, the event organiser will be responsible for gathering the following information on the External Speaker Referral Form:

- Name and contact details of speaker
- Whether they are representing a company / organisation
- Information about the speaker's reputation

The form will ensure staff assess the speaker against the following set questions:

1. Has the speaker been prevented from speaking at UCEM or a similar establishment or previously been known to express views that may breach the external speaker code of conduct?
2. Does the proposed title or theme of the event present a potential risk that views / opinions expressed by the speaker(s) may be in breach of the external speaker code of conduct?
3. Is the proposed speaker's theme likely to attract attendance from individuals / groups that have previously been known to express views that may be in breach of the external speaker code of conduct?

If the answer to all three questions is **no**, the event organiser can seek approval from either the relevant Head of Faculty or Director of Commercial and Business Development and book the external speaker for the event or lecture. At this stage the speaker should be provided with a copy of the external speaker's code of conduct.

If the answer to any of the questions is **unclear**, the event organiser should seek guidance from the Deputy Principal and University College Secretary who has responsibility to undertake a further review of the speaker against the three questions set out above.

If the answer to any of the three questions is **yes**, the event organiser must submit a referral to the Deputy Principal and University College Secretary. Where there is insufficient time to investigate before the event the speaker will have to be cancelled.

### 4.1.2 Procedure for Reporting Concerns

UCEM reserves the right to not permit an external speaker to speak or attend an event and to refuse to permit and/or postpone an event at any time if there are concerns that there may be a breach of this policy or of any legal obligation.

In line with relevant law, UCEM will share information with other relevant institutions regarding external speakers.

## 5. External Speaker Code of Conduct

UCEM expects external speakers to act in accordance with the law and not to breach the lawful rights of others.

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External speakers must abide by UCEM's expectations, including but not limited to:

- Compliance with the UCEM External Speaker
- Compliance with UCEM's Freedom of Speech Policy
- The presentation of ideas and opinions, in particular those that may be contentious or potentially offensive, in the spirit of academic debate, being open to challenge and question
- Compliance with all relevant UCEM policies and procedures

External speaker must not, including but not limited to:

- Act in breach of the criminal law
- Incite hatred or violence
- Encourage or promote any acts of terrorism or promote individuals, groups or organisations that support terrorism
- Spread hatred and intolerance
- Discriminate against or harass any person or group on the grounds of their sex, race, nationality, ethnicity, disability, religious or other similar belief, sexual orientation or age
- Defame any person or organisation
- Raise or gather funds for any external organisation or cause without express permission of UCEM.

## 6. Monitoring and review

This policy will be subject to annual monitoring and review.

## 7. Other related UCEM policies

This policy is supported by the following policies and procedures:

Freedom of Speech Policy

Code of Practice Chapter Equality and Diversity

Code of Practice Chapter Safeguarding and Prevent

Signed by:   
.....  
Jane Fawkes  
Chair of the Quality Standards and Enhancement Committee

Date: 8/6/18  
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# Appendix A: External Speaker Referral Form

Part 1: Event Organisers Details
<b>Name:</b>
<b>Organisation:</b>
<b>Contact Details (tel no. and email):</b>

Part 2: Proposed Event Details
<b>Proposed Event Title:</b>
<b>Proposed Event Date:</b>
<b>Description (including event format) (max 50 words):</b>
<b>Target Audience (Profile and Size):</b> <i>Please indicate and give details if you believe the event will attract any groups or individuals that have previously been known to express views that may be in breach of the UCEM External Speaker Code of Conduct?</i>
<b>Proposed External Speaker:</b> <b>Company / Organisation representing:</b>

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<b>Speaker's Email:</b> <b>Speaker's contact number:</b>
<b>Speaker topic / details:</b>
<b>Speaker reputation (where relevant, please note sources of evidence):</b>
<b>Other information (note anything else you think relevant):</b>

Part 2: Approval	
<ul style="list-style-type: none"> <li>Has the speaker previously been prevented from speaking at UCEM, another University or similar establishment or previously been known to express views that may be in breach of the <b>External Speaker Code of Conduct</b>?</li> </ul>	<b>Yes / No</b>
<ul style="list-style-type: none"> <li>Does the proposed title or theme of the event present a potential risk that views/opinions expressed by the speaker may be in breach of the <b>External Speaker Code of Conduct</b>?</li> </ul>	<b>Yes / No</b>
<ul style="list-style-type: none"> <li>Is the proposed speaker/theme likely to attract attendance from individuals/groups that have previously been known to express views that may be in breach of the <b>External Speaker Code of Conduct</b>?</li> </ul>	<b>Yes / No</b>
<i>If the answer to all of the above questions is <b>No</b> the External Speaker is confirmed. Approval can be sought by the relevant Head of Faculty or Director of Commercial and Business Development. If the answer to any of the questions is <b>Yes or unclear</b> this must be referred to the Deputy CEO.</i>	
<b>Approved by Head of ..... / Director of Commercial and Business Development</b>	Yes/No Date:
<b>Approval Required by the Deputy Principal and University College Secretary</b>	Yes/No Date: