

CODE OF PRACTICE ON FREEDOM OF SPEECH

1. Preamble

The University of Wolverhampton is committed to the principles of freedom of speech and in accordance with the Education (Number 2) Act 1986 will take such steps as are reasonably practicable to ensure that freedom of speech and expression within the law is both preserved and exercisable at the University.

The guiding principle of the University of Wolverhampton Code of Practice on Freedom of Speech is that the Board of Governors wish to ensure that all students and staff shall enjoy freedom of speech and expression within the Law and consistent with the University's commitment to the development and maintenance of good community relations and the application of Policy on unfair discrimination, harassment and bullying.

The maintenance of freedom of speech, is a shared responsibility of all students, staff and governors of the University and on its visitors, not least because this particular freedom may not always be compatible with other freedoms, rights and Policies.

Subject to the provisions of the Articles of Government, the Board of Governors permits the use of University premises for meetings and other events, provided always that the organisers agree to comply with the terms and conditions for such use and with all other lawful instructions and requirements issued by or on behalf of the Vice-Chancellor for the organisation and conduct of such meetings and events.

2. The Code of Practice

Subject to operational constraints, venue availability and the provisions below, no individual or group of persons shall be denied the use of University premises (including premises used or managed by the University of Wolverhampton Students' Union) on grounds connected with the beliefs or views of that individual or group, or with the policy or objectives of the group.

However, the Board of Governors and the Vice-Chancellor of the University reserve the right to refuse, cancel or to prohibit or to impose conditions on the holding of any meeting or other event on University or Students' Union premises which in the opinion of the Vice-Chancellor supported by the Board of Governors is likely to result in a breach of the law, particularly Public Order and Health and Safety legislation. The Board of Governors and the Vice-Chancellor also reserve the right to exclude from any meeting or other event any person whose presence may, in the opinion of the Board of Governors or the Vice-Chancellor, result in a breach of the Law.

This Code applies to all meetings and other events on premises controlled by the University including those used or managed by the Students' Union, except for those included in the categories set out in Appendix 1. However, the Board of Governors and the Vice-Chancellor expect and require all meetings and other events, including those listed in Appendix 1, to be arranged and conducted in accordance with the spirit of this Code of Practice and with the principles of lawful tolerance and good order which it embodies.

It is a personal responsibility for all those who organise or conduct meetings or other events, including Students' Union and trade union meetings, on University controlled premises to take such steps as are reasonably practicable to ensure compliance with this Code of Practice.

The categories of meetings and other events which are covered by this Code of Practice are those:

- (a) to which any speaker who is not a governor, student, member of staff or officer of the University is invited; or
- (b) to which any member of the public is invited; or
- (c) which are organised by an individual or body of persons other than governors, students, staff or officers of the University; and
- (d) are not included in the categories listed in Appendix 1.

3. Bookings Procedures

Any individual or body of persons, including any member of the University, that wishes to hold a meeting or other event which falls within the scope of this Code must, in addition to booking the required accommodation and associated services in the normal way on the standard University room booking forms, complete a [University Freedom of Speech Form \(FOS\)](#) not less than fourteen days before the meeting or other event is due to be held. There must be specified on the form:

- (a) the proposed venue of the meeting or other event;
- (b) the nature and purpose of the meeting or other event;
- (c) the name of the individual or body of persons that is organising and holding the meeting or other event;
- (d) the names and other relevant details of any speaker who, not being a governor, student, member of staff or officer of the University, has been invited to address the meeting or other event;
- (e) the name of any body that such speaker represents;
- (f) whether any member of the public may attend and, if so, the number of members of the public expected to be present.

If these bookings procedures are not followed the University may refuse permission for the meeting to take place.

The University similarly reserves the right to refuse permission for the meeting to take place if there are reasonable concerns with regard to public order, health and safety or other breach of Law.

Unsuccessful FOS applicants may appeal against a decision to refuse to allow a meeting or event by lodging notice of appeal in writing with the Clerk to the Board of Governors for consideration by the Chairman or the Deputy Chairman on behalf of the Board of Governors. The appeal decision given by the Chairman or Deputy Chairman on behalf of, the Board of Governors shall be final.

4. Conduct of Meetings

It is the personal responsibility of the organisers of such meetings and other events to ensure that they are conducted properly and within the law. It is also the personal responsibility of the organisers to ensure that, insofar as is reasonably practicable, freedom of speech within the law is preserved.

The University will take such steps as are reasonably practicable, and at the cost of the organisers, to ensure that all events are adequately stewarded, managed and chaired. The University may require (among other things):

- (i) that a meeting or other event be managed or chaired, or both, by the Vice-Chancellor or a nominee;
- (ii) that the number of participants be limited;
- (iii) that participation be limited (by the issue of tickets, if appropriate) to identifiable persons and to guest speakers identified in advance in the FOS application;
- (iv) that the meeting or other event be held at an alternative time or place to those sought and determined by the Vice-Chancellor.

Any individual or body of persons who holds a meeting or other event on University controlled premises in a manner contrary to this Code of Practice, or contrary to the terms, conditions, or other lawful instructions or requirements of the University, or who acts in a manner which actually disrupts or which might reasonably be expected to

disrupt any meeting or other event held in accordance with the provisions of this Code, shall be subject to the relevant University disciplinary procedures, together with any legal action or remedy which may be open to the University.

5. Publications and Review of Arrangements

Through publication on the University's website, every member of the University shall be advised of the this Code of Practice and of the standards of conduct required. A printed copy of the Code of Practice will be made available on request.

Version	2.0	Author	University Secretary
Approved date	Sept 87	Approved by	Board of Governors
Review date	02/10	Approval pending	Revised version 2008

APPENDIX 1**CODE OF PRACTICE ON FREEDOM OF SPEECH**

The categories of meetings and other events to which the Code of Practice on Freedom of Speech does **NOT** apply are those:

- a) held in the normal course of the University's teaching, learning and research programmes or its administration, provided that they are attended exclusively by Governors, students, staff or officers of the University; or
- b) held in the normal course of the administration and functioning of the Students' Union, including meetings of recognised societies of the Students' Union and other meetings and events organised by the Students' Union in pursuance of any of the aims and objectives laid down in the Constitution of the Students' Union, provided that they are attended exclusively by members of the Students' Union or by Governors, students, staff or officers of the University; or
- c) organised for the conducting of union business or in contemplation of furtherance of a trade dispute by trade unions recognised by the University.

FREEDOM OF SPEECH FORM FOS

Approved	π Yes	π No
Signed		University
Secretary		
Date		

Form of application to hire University accommodation for meetings or other events covered by the University's Code of Practice on Freedom of Speech.

Any individual or body of persons wishing to hold on University premises, including premises used by the Students' Union, any meeting or other event covered by the Code of Practice (of which a copy is appended hereto) and in particular any such meeting or event to which any speaker who is not a governor, student, member of staff or officer of the University is invited; or to which any member of the public is invited; or which is organised by an individual or body of persons other than governors, students, staff or officers of the University must, in addition to booking the required accommodation and associated services by submitting the standard form of application to the relevant Campus Registry or Site Office, make application to the University Secretary on this form not less than 14 days before the meeting.

1 Date and times of meeting or other event

2 Proposed venue: site, room, etc

3 Nature and purpose of meeting or other event

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4 Name of individual or body of persons holding meeting or other event

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5 Names and other relevant details of any speaker who, not being a governor, student, member of staff or officer of the University, has been invited to address the meeting or other event.....

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6 Name of any body that such speaker represents

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7 May members of the public attend?

If so, how many member of the public are expected to attend?

Signed Organiser

(Name in Capitals)

Status Date