

(a) Concern related to a Speaker or Speakers

The principle organiser will research the named speaker to assess whether there is a concern. This includes internet searches of news items, previous events, social media and any organisations that the speaker belongs to.

The panel will assess the evidence and if there is a serious concern, a further referral may be made to the Local Authority or other Institutions that the speaker has attended for advice. **Note:** The final decision rests with the Registrar and Secretary of the University of Exeter. The Local Authority will not make any decisions on speaker bookings, unless the named speaker is legally banned from public speaking.

(b) Concern related to the Content or Context of an Event

This section applies if an event is referred due to the content or context raising a concern, rather than a named speaker. The panel will make an assessment based on the identified concern and external environmental factors that may give rise to further concern.

If there is a serious concern, a further referral may be made to the Local Authority or other Institutions where the subject has been addressed for advice. **Note:** The final decision rests with the Registrar and Secretary of the University of Exeter. The Local Authority will not make any decisions on bookings.

(c) The Decision

- (i) No Concern – Go ahead with no extra conditions applied
- (ii) Concern agreed* – Go ahead with extra conditions in place
- (iii) Concern agreed* – event/speaker refused

If a concern is upheld, the panel will meet to discuss options to allow the event to go ahead. Options include but are not limited to:

- Extra security in attendance at the event
- Extra approval of any event publication (posters/fliers etc.)
- Nominated senior staff members with relevant expertise in attendance to ensure that a balanced view is put forward
- University Press Team informed and prepared for any related media attention
- Specific venue location determined
- Event timing requirements (for example avoiding anniversary dates that are known to be contentious)
- Scripts to be provided in advance of the event

The panel will work with the principle organiser with the aim of allowing the event to go ahead, mitigating any risk to students, staff or visitors. If controls cannot satisfactorily mitigate the risks, the event or speaker may be refused.

If an event or speaker is refused, the panel will document the reason for the refusal to the principle organiser in writing, usually by email. The final decision rests with the Registrar and Secretary.

Appeals

An appeals process exists should the principle organiser disagree with the decision. Appeals should be sent in writing to the University Risk and Compliance Officer, t.tuffin@exeter.ac.uk. This should include the basis for the appeal and evidence to substantiate the view that the speaker/event should go ahead. A review will be undertaken by a nominee of the Provost, independent from the initial referral panel. A final decision will be provided in writing, usually by email.