

## APPENDIX 4

### ST EDMUND'S COLLEGE MEETINGS ON COLLEGE PREMISES

#### 1 *Code of Practice issued under Section 43 of the Education (No.2) Act 1986*

- (1) Section 43 of the Education Act (No.2) 1986 places a duty on the College to take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for its members students and employees and for visiting speakers.
- (2) The section also requires the College to issue and keep up-to-date a Code of Practice to be followed by students, other members and employees of the College about the organisation of meetings that are to be held on College premises, and about the conduct required of those persons in connection with meetings. This Code of Practice therefore applies to all students, other members and employees of the College in respect of meetings on any of the College's premises. Outdoor, as well as indoor, meetings etc. on College premises are included.
- (3) The attention of members of the College is drawn to the College regulations for discipline governed by Ordinance 27.2.

#### 2 *Organisation of Meetings on College Premises*

- (1) Permission is required for all meetings (including dinners) to which speakers who are not resident members of the College are invited and for all other meetings at which more than 15 persons who are not resident members of the College are expected to be present, whether or not the meeting is open to the public. Permission must be obtained from the Bursar at not less than 6 days beforehand. Exceptions to this rule may be given at the discretion of the Bursar. If a room is to be reserved a booking must be made through the College office. The application for permission should state the name of the member of the College taking responsibility for the meeting, the date and time of the meeting, the place, the name, address and College (if any) of the organiser, the name of the organisation making the arrangements, and the name of any expected speaker, whether or not a member of the University.
- (2) The organisers of a meeting to which 2 (1) applies must comply with any conditions set by the College authorities in respect of the organisation of the meeting or other activity and the arrangements to be made. Such conditions may include the requirement that tickets must be issued for public meetings, that an adequate number of stewards should be available, that the services of porters should be hired, that the police should be consulted about the arrangements, that the time and place of the meeting shall be changed, and that the meeting may be ordered to be cancelled on account of a threatened breach of the peace. The cost of meeting the requirements, and the responsibility for fulfilling them, rests with the organisers.

#### 3 *Conduct at Meetings on College Premises*

The organisers of any meeting on College premises, and persons attending the meeting, must comply with instructions given by any College officer or by any other person authorised to act on behalf of the College (including the Proctors) in the proper discharge of their duties. Any person attending a meeting who is not a member of the College may be required at any time to leave the College's premises, notwithstanding any payment he may have made to attend the meeting.

#### 4 *The University*

The provisions of Section 43 of the Education (No.2) Act 1986 apply also to the University in respect of all its members, students and employees and visiting speakers. The College may invite the Proctors to enter its premises and authorise them to act in the discharge of their University duties. Members of the College are reminded that University disciplinary regulations apply on College premises as elsewhere in the precincts of the University, and their attention is particularly drawn to the following University regulations for discipline.

- (a) No member of the University shall intentionally or recklessly disrupt or impede the activities and functions of the University or any part thereof, or of any College.
- (b) No member of the University shall intentionally or recklessly impede freedom of speech or lawful assembly within the Precincts of the University [No members of the University shall negligently, intentionally or recklessly fail to give any notice which is required to be given to a University Officer or a University authority under the terms of a Code of Practice issued under the provisions of Section 43 of the Education (No.2) Act 1986.]
- (c) All members of the University shall comply with any instruction given by a University Officer, or by any other person authorised to act on behalf of the University, in the proper discharge of his duties.
- (d) All members of the University shall state their names and the College to which they belong when asked by a Proctor or Pro-Proctor, or other person in authority in the University or in any of the Colleges in the University.

#### 5 *Other Legal Requirements*

The attention of organisers of public meetings and assemblies is drawn to Sections 11 and 14 of the Public Order Act 1986, concerning processions and assemblies. Further details are given in a separate notice. Other legal requirements may affect the conduct of meeting. A speaker, for example who incites an audience to violence or to a breach of the peace or to racial hatred commits a criminal offence.

Equally, assemblies of persons, even if directed to lawful purposes, cease to be lawful if they threaten serious public disorder or breaches of the peace.

#### 6 *Application of the Code*

- (1) Any person who is in any doubt about the application of this Code of Practice to any meeting or public gathering in the College is under an obligation to consult the Bursar who will determine whether the provisions of the code apply.
- (2) Breach by any member of the College of any of the requirements of this code may be treated as a serious disciplinary offence.

#### 7 *Code of Practice*

Applications for the use of College premises should be addressed to the Director of Finance and Administration, St Edmund's College, consideration and approval by the Finance and General Purposes Committee.

The applicant has the right to appeal against a decision reached by the Finance and General Purposes Committee. An appeal committee consisting of the Master, as Chairman, the Junior Fellow and the Senior Tutor, shall be convened following a written request, giving all relevant details, addressed to the Master.