

**THE WHITE BOOK  
REGULATIONS (GENERAL)**

**REGULATION G13**

*Meetings on College Premises: Code of Practice  
(in compliance with the Education (No.2) Act 1986, s. 43 and the Counter-Terrorism and Security Act 2015, s.26)*

1. Further to Ordinance B,XXII,10-12, which shall be read in conjunction with this Regulation, and for the purposes of s.26, *Counter-Terrorism and Security Act 2015* (CTSA) and s. 43, *Education (No.2) Act 1986 (E(No.2)A)*, the following code of practice shall apply to any meeting or event of a like nature, including where appropriate any dinner, to be held on College premises. The code of practice shall apply whether the meeting or event is held in a private College room or a public or common room or space; whether held indoors or outdoors; and whether organised by individual students, or by a College club or society, or by external persons or bodies, such as conferences.

*Permission required*

2. Advance permission to hold any meeting or event falling under paragraph [1] shall be obtained from the Dean and the Domestic Bursar, in accordance with the provisions of this code of practice. Subject to paragraphs 3-8, permission shall normally be granted or withheld or granted subject to appropriate conditions, as the Dean and the Domestic Bursar think fit, in accordance with paragraphs 9-22.

*Prevention of radicalisation*

3. Further to s.26, CTSA, permission to hold any meeting or event may, exceptionally, be refused on the grounds that a meeting or event poses a risk that persons will be drawn into radicalisation, and into support for or promotion of terrorist activities. Conditions may be imposed on the grant of any permission in order to mitigate any risks of radicalisation. Such conditions may include a change to the proposed venue or date, or to the format of the meeting or event, or to the security arrangements.
4. Permission to hold a meeting or event shall be refused under paragraph [3] only if either:
  - (a) the Dean considers that the risks of radicalisation cannot be mitigated by the imposition of appropriate conditions; or
  - (b) the organiser(s) of the meeting or event refuse to comply with any conditions set.
5. The organiser of any meeting or event which is refused permission under paragraphs 3-4 may appeal to the College Council, whose decision shall be final.

6. Any decision that a meeting or event is not to take place, or may only take place subject to conditions, shall be binding, and shall take precedence over any permission that might otherwise be made under this code of practice.

*Protection of freedom of speech*

7. Further to s.43, E(No.2)A, any application for permission to hold a meeting or event which is to be addressed or attended by persons who are not resident members of the College shall include:
  - (a) the venue, date and time of the meeting or event;
  - (b) the names, addresses and colleges (if any) of the organisers, at least one of whom shall be a member of the College;
  - (c) the name of any organisation on behalf of which the meeting is arranged;
  - (d) the name of any invited speaker, whether or not a member of the College or University;
  - (e) the name of the person(s) nominated under paragraph [20], as being responsible for ensuring the protection of free speech for all persons attending.
8. Paragraph [7] shall not apply where the relevant meeting or event is:
  - (a) an academic meeting organised by a Fellow of the College; or
  - (b) a meeting known to the Senior Tutor as being commonly or customarily held in the College.

*Applications*

9. No application for permission is required for any:
  - (a) religious service organised by the Chaplain or the Chaplain's designated representative;
  - (b) meeting organised by a Fellow of the College for the purposes of University or College teaching, or for academic research.
10. In any case other than one falling under paragraph [9], the person wishing to hold the meeting or event, whether an individual student, or the designated officer of a Club or Society (see Ordinance B,XXII,5), or a deputed College representative for any other student group, or the organiser of a conference, shall:
  - (a) apply to the Dean and Domestic Bursar, for permission, normally by submitting the relevant on-line forms, such as Party Wizard, as set up by the Conference Office;
  - (b) confirm that any further permissions required under paragraphs [11] or [12] have been applied for and/or granted; and
  - (c) where the meeting or event falls under paragraph [7], notify the Dean in writing as required.
11. Further permission from the College Council shall be required for any meeting or event to be held in any of the following venues: Hall, Chapel, Fellows' Parlour (K Staircase), Old Parlour, Senior Common Room (SCR), Music Practice Room, College Library, Sports Ground or Pavilion, any gardens or grounds of the College or any hostel. Requests for permission shall be submitted in good time, via the Domestic Bursar.

12. Further permission, in writing, from the Bar Manager, JCR President or MCR President shall be required for any meeting or event to be held in the Students' Bar or Chapel Court Common Room (TV Room) or MCR.

*Notice*

13. Applications for permission shall be submitted:
  - (a) at least two working days in advance, where no more than 25 persons are expected to attend; or
  - (b) at least four working days in advance, where more than 25 persons are expected to attend;
  - (c) at least five working days in advance, for a conference; and
  - (d) in sufficient time for any necessary consent of the Council or an Open Meeting of SSCSU to be sought and granted.

*Grant of permission*

14. Permission for any Open Meeting of SSCSU and for any meeting of a College academic society shall normally be granted automatically, provided that any further permission from the Council or an Open Meeting of SSCSU has been granted.
15. Permission shall not be granted for any meeting to be held in the Music Practice Room, College Library, Sports Ground or Pavilion, or any gardens or grounds of the College or any hostel if the meeting is for the purpose of a formal address by an invited speaker. Permission may be granted for any other sort of meeting or event in such venue.
16. Permission for a meeting or event in the Old Library (sic) shall not be granted unless it is organised by a Fellow of the College.
17. Permission shall not be granted where:
  - (a) in the view of the Domestic Bursar, the number of persons likely to be present exceeds the maximum number permitted for the chosen venue, as published on Sidnet;
  - (b) the meeting is scheduled to begin after 10.00 p.m. or to finish after 12 midnight.
18. Permission shall not be granted for any meeting which, in the opinion of the Dean or Domestic Bursar or, where relevant, the Council, would be likely to cause unacceptable disturbance to members of the College or to any person in the neighbourhood of the College.
19. The result of any application shall be communicated to the applicant's College email address, except for cases under paragraph [14], where the applicant may presume that permission is granted unless expressly informed otherwise.

*Standard conditions*

20. The designated officer or deputed representative or other person applying for permission under paragraph [10], and, where stipulated by the Domestic Bursar or Dean, up to two further College students nominated by such officer or other person, shall be present at any meeting or event for its entire duration. Such person(s) shall be responsible for:
- (a) ensuring the proper functioning of the event, in accordance with good order and discipline;
  - (b) preventing damage, and any conduct tending to bring the College into disrepute; and
  - (c) where the meeting or event falls under paragraphs [7], for ensuring the protection of free speech for all persons attending.
21. Where the meeting or event falls under paragraphs [3] or [7], permission shall normally include one or more of the following conditions, as appropriate:
- (a) the time, date or venue for the meeting shall be stipulated.
  - (b) the issue of tickets for a public meeting;
  - (c) hire of an adequate number of stewards;
  - (d) hire of the services of the College Porters;
  - (e) consultation with the University Proctors about the arrangements;
  - (f) consultation with the police about the arrangements;
  - (g) the appointment of an independent chairman by the Dean, following consultation with the organisers.
22. Any action necessary for compliance with the requirements of this Code of Practice, and any costs associated therewith, shall be the responsibility of the organisers of the meeting as declared on the application for permission.

#### *Conduct at meetings*

23. In addition to the requirements of Regulation G2, all members of the College have a duty to ensure that freedom of speech and protection from radicalisation is observed on College premises. Any member of the College who infringes another person's rights to, or expression of, free speech, or their right to protection from radicalisation, shall commit a breach of this code of practice and shall be liable to incur disciplinary penalties under Ordinance C,XIV and Regulation P9.
24. Any pertinent paragraphs of Regulations G11 or G12, in particular G11,7 and G12,11, shall apply *mutatis mutandis* under this code of practice.
25. All members of College shall comply with any instruction given by any College Officer or any other person authorised to act on behalf of the College; in particular, any University Proctor invited to enter into College premises.
26. The College reserves the right to require that a meeting for which permission has been granted shall be cancelled, postponed or terminated prematurely, on any one or more of the following grounds:
- (a) a breach of University or College Ordinances or Regulations on discipline; or
  - (b) a reasonably apprehended breach the peace; or

(c) the commission of an offence under sections 11 or 14 of the *Public Order Act 1986*; by any person.

*Application of the Code*

27. Any person who is in any doubt about the application of this code of practice to any meeting or public gathering in the College shall consult the Dean, who shall determine whether, and in what terms, the provisions of this Code apply.