



The Inns of
Court College
of Advocacy

External Speaker Policy

Version 1.0

Policy Statement

- 1 The ICCA is committed to upholding freedom of speech and to making our campus safe and an inclusive place for the expression of beliefs and views where people from different backgrounds or with different beliefs are tolerant and respectful of each other. The ICCA provides an intellectually rigorous environment where debates flourish and staff and students are able to engage in free-ranging discussions. Therefore, every member of the ICCA shall be entitled to freedom of thought, conscience and religion, to hold opinions without interference or disadvantage, and to freedom of expression within the constraints of the law as defined in the ICCA Freedom of Speech Code of Practice.

Definitions & Abbreviations

ICCA	The Inns of Court College of Advocacy, a subsidiary organisation of the Council of the Inns of Court (COIC)
ICCA Premises	Any premises owned, managed or occupied by COIC or the ICCA and all premises within the precincts of the four Inns of Court used for the teaching of the ICCA Bar Course
Chair	The presiding officer at a meeting
Event	Any meetings, events, demonstrations, protests or activities held on ICCA Premises, with the exception of: <ul style="list-style-type: none">➤ timetabled academic activities➤ administrative activities related to the business of the ICCA➤ careers and advocacy events organised by the ICCA➤ practitioner lectures and workshops organised by the ICCA
Employees	Employee, agent, officer or otherwise on behalf of any person, firm or corporation directly or indirectly engaged by COIC or the ICCA
External Speaker	Any speaker from outside the ICCA who is not a member of the ICCA
Member	ICCA Committee Members, COIC employees and students of the ICCA.
Principal Organiser	Member leading the organisation of the event
Proscribed Organisations	Organisations proscribed by the Home Secretary under the Terrorism Acts 2000 and 2006 for involvement with terrorist activity
Responsible Officer	The person responsible to the ICCA Education Committee for compliance with this Policy, ordinarily the Leader of the ICCA Bar Course as delegated by the Dean of the ICCA (see para.8)
Student	Anyone who has accepted a place at the ICCA, is currently studying at the ICCA, including studying online, or who has completed their period of study but has outstanding assessments.

- 2 This Policy is issued in accordance with section 43 of the Education [No 2] Act 1986 for the following purposes:
 - a) to identify the reasonably practicable steps that must be taken to ensure that freedom of speech within the law is secured for all Members, students and employees and for External Speakers; and
 - b) to specify arrangements for the management of events on ICCA Premises which are not an integral part of the day-to-day academic or administrative business of the ICCA.

Policy Scope

- 3 This policy sets out the rights and obligations inherent in supporting the principles of freedom of speech on ICCA Premises and applies to:
 - The ICCA (including all bodies or persons with authority to determine any matter relevant to this policy)
 - Members
 - External Speakers and visitors
 - Any individual or organisation, using ICCA Premises for an Event or Meeting
- 4 There is no requirement for the ICCA to make available premises for External Speakers but it will make reasonable efforts to do so.
- 5 There is no requirement for the ICCA to display documents on behalf of External Speakers on its Premises.
- 6 Any event held on premises not owned or managed by the ICCA but run as an ICCA event will be subject to this policy and approval must be given before the event can be advertised. Any event found to be using ICCA branding without permission of the ICCA will be treated as a breach of copyright and subject to legal challenge if not removed.
- 7 This policy will be posted on the ICCA's website.

Governance & Review

- 8 The Dean of the ICCA is authorised by the ICCA Education Committee to appoint a Responsible Officer to act on their behalf to ensure compliance with this Policy and its review. The Responsible Officer will maintain a record of Events and External Speakers, whether approved or otherwise and will provide this record, and a report of any issues arising, to the ICCA Education Committee as a standing item on the agenda for all ICCA Education Committee meetings.

Responsibilities

- 9 The Responsible Officer shall be responsible for:
 - authorisation of Events notifications

- maintaining a central record of Events
 - reporting to the ICCA Dean and the ICCA Education Committee
- 10 The Principle Organiser shall be responsible for:
- appointing a Chair for the Event
 - obtaining authorisation for an Event
 - ensuring Chairs/speakers/visitors abide by this Policy
 - updating the Responsible Officer of any change of circumstances

Freedom of Speech

- 11 So far as is reasonably practicable and within the law, no ICCA Premises shall be denied to any individual or body of persons on any grounds connected with:
- the beliefs or views of that individual or body; or
 - the policy or objectives of that individual or body
- 12 This Policy extends to ensuring academic freedom within the law for all Members without the risk of disciplinary proceedings. No person to whom this Policy applies shall take any action to prevent any academic activity because of the views held or expressed by a Member (subject to paragraphs 13 to 16, below).
- 13 Freedom of speech is qualified by limitations set out in laws to protect national security and public safety, for the prevention of disorder or crime, for the protection of the reputation or rights of others, and to prevent the disclosure of information received in confidence. A speaker from an organisation proscribed by law would not be allowed.
- 14 The Counter-Terrorism and Security Act 2015 also imposes a duty on the ICCA to have due regard to the need to prevent people from being drawn into terrorism. This Code of Practice fulfils the requirement in the Prevent Duty for Higher Education Institutions to have policies and procedures in place for the management of events on, and use of, ICCA Premises.
- 15 The ICCA expects speakers and those taking part in protest activities to respect those values, to be sensitive to the diversity of its inclusive community, and to show respect to all sections of that community. These precepts include the way in which views are expressed and the form of any protest activities.
- 16 In considering whether or not to permit its premises to be used for a particular Event, the ICCA has to consider:
- a) whether the views or ideas to be put forward (or the manner of their expression) infringe the rights of others, or discriminate against them, or constitute views that risk drawing people into terrorism or are shared by terrorist groups.
 - b) whether the activity in question constitutes a criminal offence, constitutes a threat to public order or to the health and safety of individuals, incites others to commit criminal acts, or is contrary to the civil and human rights of individuals.

- c) whether adequate arrangements can be made to safeguard the safety of participants in the event, and other people within the vicinity, and to ensure that public order is maintained.
 - d) whether the Principle Organiser can ensure that any speaker with extremist views who is invited to participate in an Event is challenged with opposing views at that same Event.
- 17 Principal Organisers are responsible for ensuring that Chairs, Members, External Speakers and visitors at Events are aware of this Policy and adhere to it.

Events Procedure

- 18 The Principal Organiser will report Events to the Responsible Officer no less than 10 working days prior to the Event by submitting the ICCA's External Speaker Request Form [Annexe A]. The Responsible Officer may in their absolute discretion refuse to accept forms submitted after this deadline.
- 19 The Responsible Officer may use whatever resources he/she deems necessary to assist in making the decision to authorise the Event. In addition to the details contained in the External Speaker Request Form, the following points may be considered:
- a) whether the External Speaker has links with a Proscribed Organisation or feature on HM Treasury's list of organisations subject to government sanctions.
 - b) if a risk assessment in accordance with the Safeguarding Procedures for Children and Adults at Risk should be completed
 - c) the capability and impartiality of the Chair to provide balance and challenge during the Event
 - d) potential public order and health and safety concerns
 - e) security provisions
 - f) if attendance is restricted to ICCA Members only or open to the public
 - g) reputational risk
 - h) the suitability of promotional materials available at the Event.
- 20 Within five working days of receiving the notice, the Responsible Officer or his/her nominee, will advise the Principal Organiser in writing (electronically or otherwise) of his/her decision as to whether or not the Event is authorised.
- 21 Any appeal against a decision to prohibit an event should be lodged with the ICCA Dean within 5 working days of the decision being handed down. Any decision on appeal will generally be issued within 5 working days. In cases where an appeal may take longer to resolve, such as where a request for an event concerns a sensitive or controversial speaker or subject, the ICCA may take longer to hand down a decision but will not take more than 10 working days in total.

- 22 Where the Principal Organiser feels that the decision on appeal is unfair they may make a complaint via the ICCA's Complaints procedure or, if a member of staff, through their Line Manager
- 23 To ensure compliance with the ICCA's obligations to ensure free speech within the law and mitigate risk, conditions may be attached to an authorisation, including but not limited to:
- a) methods of promoting the Event and the provision of promotion material for review (and potentially restricting what is available at the Event)
 - b) provision of an advance copy of the guest list for review prior to the Event
 - c) restricting the admittance of members of the public
 - d) making the Event ticketed or specifying that attendees must show a valid ICCA identification card.
 - e) provision of a specified number of suitable stewards
 - f) varying the time and location of the Event
 - g) declaring the Event to be 'public' or 'private' (and if declared public whether it will require a police presence)
 - h) allowing the ICCA to assume responsibility for security arrangements
 - i) requiring the presence of specified employees of the ICCA
 - j) the refusal or admission of the media to the Event
 - k) restricting the broadcasting of the Event (by whatever means)
 - l) the mode of appointment of the Chair
 - m) the availability of a translator at the Event
 - n) restricting the sale or provision of alcohol
 - o) such other conditions considered necessary after taking into account advice from the police or an authorised authority.
- 24 The cost of security arrangements deemed necessary by the Responsible Officer will be discussed with the Principal Organiser who may be required to make a contribution. The Principal Organiser may be required to accept a limit on the number of Events organised if the costs incurred are significant.
- 25 Where the event is authorised, the Responsible Officer will ensure that a risk assessment is carried out by the appropriate member of staff.
- 26 The Principal Organiser must attend the Event and take all reasonable steps to ensure that:
- a) nothing in the preparation for, or conduct of, the meeting or activity is likely to breach the law or this Policy
 - b) the Chair is sufficiently competent to act as a presiding officer.
- 27 Segregation of any groups entering, attending or leaving the Event will not be allowed.

- 28 The Chair and the Principal Organiser have a duty, so far as is reasonably practicable, to ensure that both the audience and the speaker act in accordance with the law during the meeting. In case of unlawful conduct, the Chair will give appropriate warnings and if the conduct continues the offending individual(s) will be excluded from the Event.
- 29 No articles or objects will be permitted on ICCA Premises which are likely to lead to death, personal injury, damage or breach of the law.
- 30 ICCA Premises will be left in a clean and tidy condition and free from damage, in default of which the Principal Organiser may be liable for the costs incurred in making good. Payment or evidence of ability to pay towards these costs may be required by the Responsible Officer at the time of authorising the Event.

Compliance

- 31 Failure to comply with this Policy may result in one or more of the following measures:
 - a) in respect of any Member, the implementation of the ICCA's disciplinary procedures, including reporting the Member to the Member's Inn of Court
 - b) the Principal Organiser may be banned from arranging future events for a specified period
 - c) the External Speaker or a visitor may be excluded from ICCA Premises for any specified period
 - d) any other measures the ICCA Dean deems appropriate.
- 32 Suspected or actual breaches of the law will be reported to the police or appropriate authorised body. Any disciplinary proceedings may be stayed pending the outcome of any criminal proceedings.

Annexe A

External Speaker Request Form

The Principle Organiser of the event must complete a form for each external speaker attending the event and return it to the ICCA Bar Course Leader by email. Please do not market or publicise the appearance of the speaker as attending your event until the event and the speaker have been approved by the ICCA

Principal Organiser Details	
Name	
E-mail and Phone Number	
Event Details	
Event Title	
Date and Time [arrival and departure]	
Venue	
Appointed Chair	
Speaker Details	
Name	
Organisation Speaker associated with	
Has this Speaker spoken at the ICCA previously? If yes, please give details	
What will the talk cover?	
Is the Speaker known to be associated with a proscribed terrorist organisation? If YES, please provide details	
Has the Speaker in the past, or might the Speaker on this occasion, express views that risk drawing people into terrorism or are shared with a terrorist group. If YES, please provide details	
Has the Speaker in the past, or might the Speaker on this occasion, cause offence to the groups defined in the Equality Act 2010 (including age, disability, gender	

reassignment, marriage and civil partnership, race, religion or belief, sex and sexual orientation)? If YES, please provide details	
Event Procedures and Promotion	
If, in addition to English, the event be advertised in a different language please give details	
What material will be available at the event?	
Will the event be open to the public or only to members?	
Is there any intention to segregate the event in any way?	
Do you foresee that the event could cause disruption and if so why?	
Will the media be permitted to attend?	
Please provide details of any sponsor	
Will the event be filmed or broadcast live?	
<p>PLEASE NOTE: Premises used for meetings must be left in a clean and tidy condition, in default of which the organisers may be charged for any additional cleaning and repairs that are subsequently required. Payment in advance or evidence of ability to pay towards these costs may be required. The ICCA reserves the right to re-charge the organisers of any meeting for any extraordinary expenditure it incurs as a result of that meeting.</p>	
<p>Principal Organiser to read and sign:</p> <p>I have read the ICCA Freedom of Speech Code of Conduct and the External Speakers Policy and confirm that this event and its speakers will adhere to the principles of the Code of Conduct. I will resubmit this form if any declared details in this submission change prior to the event taking place.</p> <p>Signed..... Date.....</p>	