



MORAY COLLEGE

Events and External Speaker Policy

Status	Approved
Version Date and Number	06/06/19 v0.5
Approved by	LTQC (Due date: June 2019)
Responsibility for Policy	Director of Information, Planning and Student Support
Responsibility for Implementation	<ul style="list-style-type: none">• Administration Services Centre (Accommodation Team)• Marketing and External Relations Team• Room bookers
Responsibility for Review	Director of Information, Planning and Student Support
Date for Review	June 2022

Please ask if you, or someone you know, would like this document in a different format or language.

Revision Date & Change Log

This policy supersedes all previous versions of the Academic Quality Policy

Date of Revision	Brief Description of Change	Date Approved
1/11/18	V0.1 First Draft for Comment	dd/mm/yy
7/11/18	V0.2 Updated Bookable Room form template and minor corrections	
21/11/18	V0.3 Incorporated clear signposting of UHI Protocol and updated AGBC booking template	
16/05/19	V0.4 Amendments following LTQC feedback regarding pre-timetabled rooms and included statement on risk assessment	
06/06/19	V0.5 Minor corrections	

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1. Introduction

- 1.1. The College has a responsibility to ensure that any event or external room booking does not create a risk to the welfare of staff, students and visitors to the College. This applies to any booking either in College or held anywhere under the auspices of the College.
- 1.2. Additionally, the College has a specific legal responsibility “to have due regard to the need to prevent people from being drawn into terrorism”, as outlined in the College Prevent Duty Policy.
- 1.3. The policy is aimed at anyone booking an event or guest speak on behalf of the College and will ensure that any risks or concerns are identified and mitigated without delay.
- 1.4. The policy recognises and makes use of the support and expertise available within existing UHI partnership groups

2. Policy Statement

- 2.1. The policy adopts the UHI Protocol for Events and Guest Speakers, ensuring the College has in place a partnership approach to respond to any concerns about a booking.
- 2.2. The UHI Protocol has 4 stages:
 - STAGE 1 – Submission of a speaker/event request
 - STAGE 2 – Review of speaker/event request
 - STAGE 3 – Referral of concerns to the UHI Prevent Working Group
 - STAGE 4 – Communication of a speaker/event decision.
- 2.3. This policy identifies responsibilities of specific College staff and the guidance to be followed at each stage of the UHI Protocol.
- 2.4. The UHI Protocol is available on the [internal UHI SharePoint site](#).
- 2.5. **Staff in scope of this policy should take time to familiarise themselves with the document.**

3. Scope

- 3.1. This policy applies to staff, students and all 3rd party participants at any event authorised under this policy.
- 3.2. The policy covers any event that is:
 - Organised by students or staff of the College;
 - Held under the auspices of the College (e.g. any authorised student society or club);
 - Not directly related to the College’s normal academic and administrative business.
- 3.3. The following events are automatically deemed low risk and **are not within scope**:
 - Events booked by staff employed by the University of the Highlands and Islands which are fully covered by UHI policy;
 - Events hosted by NHS Grampian and other commercial organisations based within the Alexander Graham Bell Centre (AGBC);

- College centrally organised events and promotions;
- Events booked by regular existing partners such as local authorities and third sector organisations;
- Festivals, dinners, celebrations, parties and other social events e.g. fundraising activities, health promotion and related community events; and
- Events organised by staff where the subject is closely linked to the curriculum or a support function.

3.4. Staff involved in co-ordinating these activities do however need to be aware of the College's duty and consider whether a booking needs to be reviewed.

4. Events in Pre-Timetabled Rooms

4.1. It's recognised that curriculum areas have pre-timetabled rooms available for use and as such, guest speakers or events may be arranged without the need to make a room booking request.

4.2. All staff are responsible for ensuring that events taking place in pre-timetabled rooms are assessed for risk under this policy and where required, referred to stage 2 for support and advice (see section 6.2 for more information).

5. Responsibilities

5.1. The Director of Information, Planning and Student Support (DIPSS) is responsible for:

- Updating this policy in line with UHI Protocol;
- Participating in the UHI Prevent Group as Prevent Sign Point of Contact (SPOC); and
- Responding to concerns raised by staff.

5.2. The Administration Services Centre Manager is responsible for:

- Implementation of this policy for all bookable rooms in College, except for AGBC events;
- Ensuring Accommodation staff record all relevant information about a booking and where required, request further information from the organiser; and
- Referring concerns under this policy to the DIPSS.

5.3. The Head of Marketing and External Relations is responsible for:

- Implementation of this policy for AGBC bookable rooms for events.
- Ensuring the marketing team record all relevant information about a booking and where required, request further information from the organiser; and
- Referring concerns to the DIPSS.

5.4. Event Organisers are responsible for:

- Adhering to this policy; and
- Providing accurate booking information.

5.5. Room bookers with CELCAT rights are responsible for:

- Booking rooms in compliance with this policy.

6. Booking Procedures

6.1. Booking Forms (UHI Protocol Stage 1)

6.1.1. Event and Guest Speaker booking enquiries in scope must use either the:

- Accommodation Booking Form (Bookable Rooms) – see Annex A
- Accommodation Booking Form (AGBC Events) – see Annex B

6.1.2. It's expected that most events will be low risk and will go ahead as planned, however there will be situations where more information and/or further review is required.

6.2. Raising Initial Concerns about a Booking (UHI Protocol Stage 2)

6.2.1. Any concerns about a request should be raised with:

- Administration Centre Services Manager; and
- Head of Marketing and External Relations (For AGBC events only).

6.2.2. The Stage 2 of the protocol must be reviewed to determine if there is any risk. Any issues from stage 2 must then be referred to the College SPOC.

6.2.3. Any risk assessment carried out at this stage must follow the College Risk Assessment Procedure.

6.3. College SPOC Referral to UHI Prevent Group (UHI Protocol Stage 3)

6.3.1. The College SPOC must refer the matter to the University Secretary who will co-ordinate the UHI Prevent Group to review the concern.

6.3.2. If the College SPOC is not available, then another member of the College Strategic Leadership team will take responsibility.

6.3.3. The UHI Prevent group has responsibility to fully consider the information and decide on any mitigation and ultimately, whether the event should go ahead.

6.4. Communication of a speaker/event decision (UHI Protocol Stage 4)

6.4.1. Authorisation for routine events in scope of this policy rests with:

- Head of Marketing and External Relations (for AGBC event accommodation bookings) ; and
- Administrative Services Centre Manager (for all other bookings).

6.4.2. No booking will be confirmed until all required information has been supplied.

6.4.3. If either authorising staff member is unavailable, then a member of the Strategic Leadership Team shall make the decision.

6.4.4. Once confirmed, all bookings on College operated property must be recorded in the CELCAT room timetabling system.

6.4.5. Decisions on bookings referred to the UHI Prevent Group will be communicated by the College SPOC. For all approved events, the SPOC must ensure that:

- Any conditions agreed by the UHI Prevent Group for the event are clearly communicated in writing; and
- The event organiser confirms acceptance of the conditions prior to the event going ahead.

6.4.6. The decision of the UHI Prevent Group is final.

7. Relevant Statutory Requirements and Obligations in Law

7.1. The application of this policy relates to a range of statutory laws:

- Human Rights Act (1998): The duty to have particular regard to the need to ensure freedom of speech, including its obligations under the;
- Further and Higher Education (Scotland) Act 2005: The duty to protect academic freedom.
- Counter Terrorism and Security Act (2015): The duty to prevent people being drawn into terrorism;
- The Terrorism Act (2000): Not to arrange or assist in arranging a meeting in the knowledge that the meeting is to support the activities of a proscribed organisation, or is to be addressed by a person who belongs or professes to belong to a proscribed organisation; and
- Equality Act 2010: The duty to eliminate unlawful discrimination against certain groups, and advance equality of opportunity between groups

7.2. Other general laws and obligations also apply:

- Criminal law i.e. with regard to use of threats, incitement of violence, inflaming religious or racial hatred;
- Charities law, i.e. whether the proposed activity is consistent with the College's charitable status regulated under OSCR; and
- A general duty of care to students, staff and visitors, including avoiding placing students, staff or visitors in situations that may expose them to risks to their health and safety.

8. Definitions

- **Bookable Room** – Any room available for booking in any College operated building.
- **Room Booker** – any member of staff employed by Moray College UHI with rights to book rooms in the CELCAT room timetabling system.
- **Event** - a planned public or social occasion. As identified above, only events which do NOT form part of the College's normal academic or administrative business or do not fall within one of the exemptions listed above, are within scope of the policy.
- **Event Organiser** – a current student or member of staff who is responsible for oversight and management of the planned event. An event organiser must be a named individual.
- **External Speaker** – an individual who is not a current:
 - Student;
 - Member of staff;
 - Member of the College Board of Management;
 - Employee of the University of the Highlands and Islands; Or
 - Employee of a hosted organisation e.g. NHS Grampian, HISA and organisations leasing research space in AGBC.

Annex A: Accommodation Booking Form (Bookable Rooms)

Name/Title of the event:			
Briefly describe the nature of the event:			
Is event entry by ticket only (Y/N)?			
Times:			
Date(s):			
Course/Group Code (if applicable):			
Numbers Attending:			
Staff name for booking:			
Preferred room(s):			
Layout - Choose from list below:			
A - Class style with desks	<input type="checkbox"/>	E - Circle	<input type="checkbox"/>
B - Class style without desks	<input type="checkbox"/>	F - Interview	<input type="checkbox"/>
C - Rows/Theatre Style	<input type="checkbox"/>	G - Boardroom Style	<input type="checkbox"/>
D - Horseshoe	<input type="checkbox"/>		
Other –please detail:			
Equipment - Choose from list below:			
Smartboard	<input type="checkbox"/>	TV/DVD	<input type="checkbox"/>
Data Projector & Screen	<input type="checkbox"/>	Plasma Screen	<input type="checkbox"/>
PCs	<input type="checkbox"/>	Flipchart	<input type="checkbox"/>
Laptop	<input type="checkbox"/>		
Other – please detail:			
Any other details not mentioned above:			
Please note: VC facilities need to be booked by staff member booking the event – link as follows: https://helpdesk.uhi.ac.uk			
Catering Required:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Catering Form Received: Yes <input type="checkbox"/>
Booking made by:		Date of Request:	
For official use only:			
Room(s) allocated:		Actioned by:	
Notes:			

Annex B: Accommodation Booking Form (AGBC Events)



Application for Hire of Accommodation

AGBC USE ONLY					
REF. No.					

Booking is confirmed upon receipt of the signed form (subject to availability of accommodation). All relevant sections **MUST** be completed. Charges subject to current VAT rate.

CONTACT DETAILS	BILLING INSTRUCTIONS
Hirer Contact Name	PO Number
Name of Organisation	Name
Address	Address
Postcode	
Telephone (day)	
Email Address	Postcode

ACCOMMODATION REQUIRED & DATES REQUIRED	
<p>I/We hereby apply for the let of (please tick [✓] as appropriate)</p> <p><input type="checkbox"/> Conference Room (max 150) <input type="checkbox"/> Café Area</p> <p><input type="checkbox"/> Breakout Area (max 40) <input type="checkbox"/> Boardroom (max. 20)</p> <p><input type="checkbox"/> Sports Hall <input type="checkbox"/> Classroom</p>	<p>Day and date</p> <p>Event name</p> <p>Access between the hours of and</p> <p>Start time End time</p> <p>Number attending</p> <p>Is the event "entry by ticket only" <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Room Layout Style (if applicable) (eg. horseshoe, theatre, cabaret etc.)</p>
CATERING REQUIREMENTS (please tick [✓] as appropriate)	
<p><input type="checkbox"/> I/We do not require catering</p> <p><input type="checkbox"/> Catering is required and I/We have completed a Catering Order Form (overleaf)</p>	

EQUIPMENT REQUIREMENTS	
<p>I/We require (please tick [✓] as appropriate)</p> <p><input type="checkbox"/> Computer access <input type="checkbox"/> Wifi access</p> <p><input type="checkbox"/> Video Conferencing <input type="checkbox"/> Flipcharts</p> <p><input type="checkbox"/> Display Boards <input type="checkbox"/> Welcome message on Reception screens</p> <p><input type="checkbox"/> I/we will supply our own laptop(s)/tablets</p>	<p>Briefly describe the nature of the event:</p> <p></p> <p></p> <p></p>

DECLARATION		
<p>Please tick [✓] as appropriate</p> <p><input type="checkbox"/> Catering is required and I/We have completed the Catering Order Form overleaf</p> <p><input type="checkbox"/> Copy of Public Liability Insurance Certificate enclosed</p> <p><input type="checkbox"/> No Public Liability Insurance</p> <p><input type="checkbox"/> I/We have read the <i>Conditions of Let and Emergency Evacuation</i></p>		
Signature of Hirer	Name (please print)	Date

The services of a Site Assistant are available Monday to Thursday from 8.30am until 9.30pm, Friday 8.30am until 5pm during term times. All other hours outside the above will incur an extra charge. VAT at the current rate will apply to all charges.

CANCELLATION: Please notify the AGBC events team on agbcevents.moray@uhi.ac.uk NO LATER than 10 working days prior to the let. Cancellations received later than this will incur charges for full room hire plus any food wastage.



Please return this form via email to agbcevents.moray@uhi.ac.uk

Twitter @AGBCentre | Instagram @AGBCentre | www.moray.uhi.ac.uk/agbc

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