



External Speakers Policy

The purpose of this Policy

LMA is committed to protecting and actively promoting freedom of speech. This External Speakers Policy (the '**Policy**') sits alongside our Freedom of Speech Policy and sets out the procedures at LMA for the approval of external or visiting speakers. These procedures are designed to provide a balance between the importance of free speech (particularly in our context as a higher education institution) and LMA's duty of care to its staff, students and those working within LMA as well as ensuring compliance with LMA's legal obligations.

As well as our Freedom of Speech Policy, this Policy operates in tandem with our Health and Safety policy and Equality, Diversity and Inclusion policy.

Who this Policy applies to

This Policy applies to all staff within LMA whether permanent, fixed or temporary. This includes employees, officers, visiting, seconded and agency staff, contractors, agents, volunteers, interns, any third-party representative, subcontractor or agent, and any other person working in any context within LMA. It also applies to our students.

Adherence to this Policy is mandatory and noncompliance could lead to disciplinary action.

Definitions

'**External speaker**' means anyone who is not a student, employee, officer or contractor of LMA who will be addressing a group at an event.

'**Event**' means any gathering that is hosted on LMA premises, at an external venue or online in LMA's name that includes an external speaker addressing a group that is not a planned part of the curriculum.

'**Organiser**' means the LMA staff member or student who will be responsible for organising the event and ensuring that this policy is followed.

Guiding Principles

As set out in LMA's Freedom of Speech Policy, LMA will not unlawfully or unreasonably restrict free speech by its students and staff or on its campuses.

LMA is committed to hosting events (including student seminars and workshops) led by a diverse range of individuals from across all viewpoints and experiences. We acknowledge that this will also include permitting speakers to address difficult, controversial and/or challenging topics. The expression of unpopular or controversial views, including those which challenge or criticise LMA as an institution, shall not be unlawfully restricted or prevented provided they do not breach the law.

External speakers at LMA must be given the opportunity to fully express and defend their viewpoints. However, in some situations, it may be necessary for LMA in order to promote fair, balanced and free debate, to put in place specific arrangements to ensure the protection of our staff and students and compliance with our legal obligations. In that situation, LMA will seek to impose the minimum level of restrictions required.

Procedure

Application by the organiser

The speaker or organiser must complete the [External Speaker Form](#) (or equivalent as agreed in advance e.g. for larger events) at least 14 days in advance of the event. A shorter notice period may be agreed in exceptional circumstances.

An event involving an external speaker should not be publicised or considered confirmed until the external speaker has been approved in accordance with this Policy.

Initial assessment

The Assessor will review the External Speaker Form. The Assessor¹ may request further information from the Organiser and may seek support and guidance from the Chair of Academic Board.

If the Assessor considers that there are any matters of concern, they must refer the event to the LMA Senior Leadership Team (SLT) for further investigation and guidance. The Assessor may, at any time, refer an event to the SLT for consideration.

Matters of concern include, but are not limited to, the following:

- The external speaker has previously been refused a platform to speak at LMA or elsewhere (regardless of where this was a result of their own actions/views or those of others e.g. due to security concerns)
- The content or subject of the external speaker's talk is likely to:
 - incite criminal acts, violence or a breach of the peace;
 - promote or express unlawful views;
 - promote or express the views of organisations which are illegal or are included in the UK Governments proscribed list under Prevent legislation;
 - promote or express intent to participate in acts of terrorism;
 - promote or express radicalise or extremist views².
- There are concerns that the external speaker will not abide by LMA's Freedom of Speech policy, Equality, Diversity and Inclusion policy or Health and Safety policy.

¹ The Assessor will usually be the campus Principal but may also be the Chief Operating Officer, Director of Registry or Director of Learning and Teaching in cases where the Principal is unavailable, delegates the matter, recusing themselves from the assessment or if the event applies to both campuses.

² For the purposes of this policy, "extremist" means 'Vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs; and/or calls for the death of members of our armed forces, whether in this country or overseas'.

- The external speaker's presence at LMA has the potential to cause a risk to the health and safety of students, staff or the general public.
- The external speaker has the potential to cause reputational damage to LMA.
- There is other information regarding the external speaker that raises concern or potential risk.

If the Assessor considers that there are no matters of concern, they will confirm to the organiser that the event may go ahead.

The organiser must notify the Assessor if there is a change to the external speaker or if any factor arises between the date of confirmation by the Assessor and the date of the event which would suggest that a matter of concern has arisen; in such a situation, the Assessor would reassess the event.

Assessment by the SLT

The LMA SLT will assess any events referred to it. The LMA SLT may request such further information as it deems necessary from the organiser and may seek legal advice if it considers necessary.

Having reviewed the event, the SLT may:

- allow the event to go ahead;
- allow the event to go ahead subject to certain modifications or restrictions. In accordance with Human Rights legislation any interference must be proportionate and legal, seeking the least restrictive action which can adequately protect that other right. Accordingly, LMA expects that any restriction or modification imposed will be infrequent. Possible restrictions or modifications which may be imposed are set out below; or
- refuse or cancel the event. Refusal or cancellation of an event will only occur in exceptional circumstances, for example upon the advice of Police.

SLT, via the Director of Registry, shall provide to the organiser or the external speaker (as appropriate) details of its decision within 5 working days and, in any case, as soon as reasonably practical ahead of the (proposed) commencement of the event.

In allowing an event to go ahead, SLT may, amongst other things:

- Request submission of the speeches in advance of the event;
- Place a limit on attendees or to whom it is advertised/accessible to (ie. LMA audience or open to the general public);
- Seek declaration of attendees in advance of the event;
- Request stewards be provided by the organiser;
- Ensure a presence of a member of the SLT or another senior staff member to ensure good order;
- Ensure a presence of security to ensure good order;

- Place a limitation on what attendees may bring to a venue, which may include banning food or drink or anything that could be used as a potential weapon;
- Require bag searches and ID checks;
- Place a ban on banners, flags, placards or similar items being allowed into a venue and its immediate surroundings;
- Alter the proceedings of the meeting and/or its facilitation, such as appointing an alternative Chair;
- Reserve the right to input into communications about the event (before and after);

Costs incurred by LMA in complying with these conditions will normally be passed onto the organiser.

Organisers would be consulted on any conditions or modifications in advance of the event taking place and they would then be responsible for informing the external speaker of the outcome.

LMA reserves the right to delay, cancel or prohibit an event at any time.

LMA reserves the right to perform spot checks on events being hosted on LMA premises or other external hosting venues. If there are breaches of policies at any event the matter may be referred for disciplinary or legal action.

Complaints and raising concerns

LMA provides a supportive environment for those who make complaints or raise concerns regarding external speakers and free speech issues more generally (including those concerning unjustified restrictions on expression or the alleged failure to impose such restrictions).

LMA has robust procedures in place for the management of complaints – whether by staff or students - and all complaints concerning this Policy should be brought in accordance with the Complaints and Appeals Policy. All complaints and concerns will be treated confidentially. LMA is committed to promoting a culture where everyone feels safe and comfortable raising concerns and complaints without fear of being penalised or discriminated against for their courage in speaking up.