

Passing on security costs policy

1 Purpose

- 1.1 This policy explains the circumstances in which the University will pass on security costs in connection with the use of its premises.
- 1.2 This policy is written in compliance with the Higher Education (Freedom of Speech) Act and is designed to be read alongside the University's Freedom of Speech policy

2 Definitions

- 2.1 'University premises' means all physical space including but not limited to buildings, sites, locations and external grounds which are owned by the University. This also includes
 - 2.1.1 premises leased/rented by the University from another organisation
 - 2.1.2 premises owned by the University which are leased/rented to another organisation or private individual. The exception is premises which are leased to the Students' Union by the University
- 2.2 'Events' for the purposes of this policy, are defined as all gatherings of people, including but not limited to meetings, conferences, debates, lectures, speeches, social events, fairs, open days
- 2.3 The 'essential functions' of the University are teaching, learning, research and the administrative functions and resources that those three things require

3 Scope

- 3.1 This policy applies to exceptional security costs for events in University premises

4 Policy statement

- 4.1 In accordance with the University's duty to secure and promote freedom of speech within the law, the starting point is that events in University premises should go ahead
- 4.2 The use of the University's physical premises will not be denied to any individual or body of persons on any ground connected with:
 - 4.2.1 the beliefs or views of that individual or of any member of that body or
 - 4.2.2 the policies or objectives of that body,except if there are reasonable grounds to suspect that unlawful activity is likely to occur
- 4.3 The University may impose such conditions on the use of its premises as are reasonably necessary for:
 - 4.3.1 the discharge of its obligations for the health and safety of its students, staff, and other users of the premises
 - 4.3.2 the efficient conduct and administration of its essential functions
- 4.4 Decisions to impose conditions will be taken by a Freedom of Speech panel constituted according to the University's Freedom of Speech policy and procedure
- 4.5 The University will generally charge security costs for commercial bookings of its premises

- 4.6 A security charge for commercial bookings will not apply where there is a relationship between the booking and the University's duty to secure freedom of speech within the law for its staff, students and visiting speakers. Decisions on whether such a relationship exists will be taken by a Freedom of Speech panel
- 4.7 For the vast majority of non-commercial University events, the costs will be borne by the University. The University will generally not pass on to student groups any security costs associated with events and activities organised by them which are in accordance with the University's Freedom of Speech policy
- 4.8 There are some exceptional circumstances in which the University will pass on security costs
- 4.9 In deciding whether to pass on security costs, the Freedom of Speech panel will consider:
 - 4.9.1 Proximity of the event to the University's core academic and educational purpose
 - 4.9.2 Location – for example, selection of a venue with multiple entrances, which all need to be covered by physical security, will increase the need for additional staff resource
 - 4.9.3 Date - events taking place on weekends, bank holidays and University closure days will incur additional resource
 - 4.9.4 Timing - events taking place outside of the University's ordinary office hours will similarly likely require additional resource
 - 4.9.5 Likely size of the audience - the costs are disproportionate to the numbers likely to be attending the event

- 4.9.6 Likely composition of the audience - taking into account the University's duty to secure freedom of speech for its students, staff and visiting speakers
 - 4.9.7 Previous disruption - a planned speaker has appeared at other events which have attracted protests or disruption, which would, in the reasonable opinion of the University, indicate a need for enhanced security resources for the planned event.
 - 4.9.8 The availability of a visiting speaker's own security - for example due to the political or state office they hold
 - 4.9.9 Protests - Whether an event is likely to attract very significant protest
 - 4.9.10 Security concerns – concerns which, in order to be addressed, require additional security resources beyond the level of security staffing ordinarily available at the University
 - 4.9.11 The resources available to the event organisers – this is considered to ensure that decisions do not favour one group because it has access to resources and discriminate against another which does not
- 4.10 Where a decision is made that there are exceptional circumstances and the University will pass on security costs, the University will provide the event organiser(s) with a written summary of its calculation of the expected security costs and an explanation for this calculation
- 4.11 The event organisers have a right to appeal the calculation of the expected security costs. An appeal can be made in writing to the Vice Chancellor stating the grounds of the appeal. In the absence of the Vice Chancellor, or where the Vice Chancellor has been involved in decision-making about the event, the

appeal can be made to the next most senior member of staff who was not involved in the decision-making process, for example the Deputy Vice-Chancellor and COO, or the Pro Vice-Chancellor (Education and Student Experience)

5 Where to seek help

- 5.1 If you need help in applying this policy, please contact the Associate Director, Governance, Compliance and Risk. A Freedom of Speech panel can be convened as necessary

6 Associated documents

- 6.1 Freedom of Speech policy and procedure
6.2 Protests on University premises policy and procedure
6.3 Office for Students regulatory advice 24: Guidance on freedom of speech

7 Equality Impact Assessment

An Equality Impact Assessment is in place for this policy and procedure.

8 Ownership and approval

Policy Owner: Associate Director, Governance, Compliance and Risk

Approved by: University Leadership Team

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Date of next review: September 2029

9 Version control

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