



## Centre for Alternative Technology Designated Event Process

### 1 Preamble

- 1.1 If the named principal organiser of an event, any student or member of staff believe that an event that they are organising on a site owned, managed, or hired by CAT, or badged with the CAT logo poses a risk under the CAT policy for Freedom of Speech code of practice (<https://gse.cat.org.uk/index.php/about-us/policies-and-information/category/8-student-policies-and-forms?download=24:policy-and-code-of-practice-on-freedom-of-speech>), they are required to refer the matter in the first instance to the Chief Executive as a possible “designated event” using the Designated Event Form which is appended to this document, and also available at: (<https://gse.cat.org.uk/index.php/about-us/policies-and-information/category/8-student-policies-and-forms?download=25:policy-and-procedure-for-the-booking-of-speakers-and-events> ).
- 1.2 Forms must be submitted as far as possible in advance of the event, but in no circumstances any later than 15 working days prior to the date that the event is scheduled to take place.

### 2 Process

- 2.1 In referring an event to the Chief Executive the following information shall be provided:
  - (a) the date, time and place of the event;
  - (b) the named principal organiser
  - (c) the reasons for seeking designation. See paragraph 7 of the CAT Policy and procedure for the booking of speakers and events (<https://gse.cat.org.uk/index.php/about-us/policies-and-information/category/8-student-policies-and-forms?download=25:policy-and-procedure-for-the-booking-of-speakers-and-events> ).
- 2.2 The Chief Executive or designated officer shall within 10 working days of the receipt of such notice, where no objection is made to the arrangements proposed, signify consent. Changes required to the arrangements shall similarly be notified within 10 working days.

- 2.3 Where it seems to the individual or group organising the event that views may be expressed which are unlawful, or that other unlawful actions may take place, this must be notified to the Chief Executive or designated officer at the same time as the notice described in paragraph 2.1 above is delivered, or if suspicion that this may occur arises thereafter, immediately. When for this reason or otherwise the Chief Executive or designated officer reasonably believes that an unlawful act may be committed, he or she may refuse permission for the event to take place on CAT premises or withhold permission to use the CAT logo.
- 2.4 In accordance with the same procedure specified in paragraph 2.2, the organiser(s) of an event must notify the Chief Executive or designated officer if he/she/they judge that a breach of the peace may occur during/before/after the event. When for that reason or otherwise the Chief Executive or designated officer reasonably believes that there may be a breach of the peace during/before/after the event, he or she shall as soon as is practicable consult the local Senior Police Officer. After such consultation, permission for the event may be refused. Where it is not, the Chief Executive or designated officer shall act in concert with the Senior Police Officer and the organiser(s) of the event to ensure that freedom of speech is maintained and that no breach of the peace occurs.
- 2.5 Whenever an event falling within the provisions of Regulation 2.3 or 2.4 is proposed, the Chief Executive or designated officer shall inform the Chair of the Board of Trustees of his or her actions and decision.
- 2.6 CAT will not unreasonably refuse permission for events to be held on on a site owned, managed, or hired by CAT, or badged with the CAT logo. To ensure this, the Chief Executive or designated officer shall, before refusing permission for an event to take place, inform themselves upon the following questions:
- (a) whether there is likely to be incitement of those attending the event to commit a criminal act;
  - (b) the likelihood of the expression of views contrary to the criminal law;
  - (c) whether the event is in direct support of an organisation whose aims and objectives are illegal;
  - (d) whether the event could give rise to any breach of the peace (bearing in mind the advice of the local Senior Police Officer);
  - (e) the safety of persons attending the event and of persons in the vicinity who might foreseeably be put at risk;
  - (f) the security of CAT premises;
  - (g) the good name of CAT.

2.7 Any breach of these Regulations shall, in the case of a student or group of students, fall to be handled under the Student Disciplinary Regulations. A breach by a member of staff shall be handled in accordance with the staff disciplinary procedures.

2.8 A student signing upon enrolment an undertaking to observe CAT's Regulations shall be deemed formally to have accepted both the letter and the spirit of these Regulations.

### **3 Delegation**

3.1 The Board of Trustees delegates its powers in respect of the matters dealt with in these Regulations to the Chief Executive or their designated officers, except insofar as the latter may deem it desirable to seek advice or a decision from the Trustees, or their Chair, where this is reasonably practicable.

Date Document Approved: Nov 2022

By: Board of Trustees

To be Reviewed in: December 2025



## Centre for Alternative Technology Designated Event Form

1. If the named principal organiser of an event, any student or member of staff believe that an event that they are organising on a site owned, managed, or hired by CAT, or badged with the CAT logo poses a risk under the CAT policy for Freedom of Speech code of practice (<http://192.168.1.215/index.php/category/5-policies?download=135:prevent-policy-for-freedom-of-speech>), they are required to refer the matter in the first instance to the Chief Executive as a possible “designated event” using this form. See the CAT Designated Event Process (<http://192.168.1.215/index.php/category/5-policies?download=136:prevent-policy-for-speakers-and-events>) for further information.
  
2. Forms must be submitted as far as possible in advance of the event, but in no circumstances any later than 15 working days prior to the date that the event is scheduled to take place;

Details to be Completed by the Principal Event Organiser (Name and Contact Details)	
Subject of the talk/focus of the event	
Date and time of event	
Audience	
Any gender segregation	
Invitations	
Advertising (whether externally, internally, or via social media)	
Risk assessment	
Security arrangements (ticketing, entry control, stewarding if appropriate)	
Publicity and wider PR potential	
Reasons for seeking Designation	
Dated submitted to Chief Executive	