



Policy on Electoral Campaigning on University Premises

Rev	Date	Purpose of Issue/Description of Change	Equality Impact Assessment Completed
1.	1 st February 2016	Initial Issue	15 th June, 2016
2.	8 th May 2017	Minor amendment approved by Chair, Compliance Task Group	

Policy Officer	Senior Responsible Officer	Approved By	Date
Head of Compliance	University Secretary	Compliance Task Group	1 st February, 2016

This Policy will be reviewed in 3 years

1. Introduction

The University is committed to developing an environment in which everyone is treated with dignity and respect, and protected from harassment, bullying victimisation and discrimination at work and study. Every member of its community should be able to work and study in an environment which encourages harmonious relationships.

In drawing up this Policy document Bangor University, as an institution with charitable status, has consulted guidance issued by the Charity Commission, namely *Speaking out: Guidance on Campaigning and Political Activity by Charities, Guidance: Charities, Elections and Referendums*, and also The Electoral Commission document *Charities and Campaigning*.

Following these guidance documents the University has adopted the following Policy for electoral campaigning on all University premises, including its halls of residences, and all buildings occupied by Bangor Students' Union.

2. Scope of the Policy

This Policy deals specifically with campaigning on Bangor University premises for national and local elections and national referendums; and also with requests to hold meetings and / or hustings in relation to those elections and / or referendums on Bangor University premises.

This Policy does not deal with all other activities taking place on University Premises (including other activities taking place in premises occupied by or used by the Students' Union) and the processes to be followed, in relation to these activities which are dealt with under the procedures set out in the *Code of Practice on Freedom of Speech*.

The Policy also takes into account the requirements of the Counter-Terrorism and Security Act 2015, and the University's procedures as set out in its *Prevent Policy*.

This Policy has also been adopted by the Board of Trustees of Bangor Students' Union, who have their own implementation procedure covering all activity under the banner of the Students' Union (including Undeb Myfyrwyr Cymraeg Bangor whilst they remain affiliated to Bangor Students' Union).

3. Policy Statement

- [a] The University will conduct itself in an independent, fair and transparent manner when considering any political activities on its premises. All political parties registered with the Electoral Commission, their members and candidates who wish to campaign on Bangor University premises will be treated equally, and in accordance with the requirements of the Human Rights Act 1998, and the provisions of this Policy.
- [b] The Charity Commission has issued guidance on campaigning and political activity by charities. As a charity, any campaigning or political activity by the University can only take place in the context of supporting the delivery of its charitable objectives. The university will remain independent and ensure that any involvement it has with political parties is balanced. It will not support or fund a political party or candidate.

- [c] Candidates, political parties and their representatives may hire University premises for private or public meetings. Such hire will be subject to the University's normal terms and conditions of hire, and the relevant rates.
- [d] Candidates, political parties and their representatives must not distribute or display, in public, any promotional material in relation to their campaign on University premises. Such promotional material includes, but is not restricted to, posters, flyers, notices and brochures. Any such material will be removed by University staff.
- [e] The University reserves the right to publish and if it desires, to comment upon, the views of political parties and candidates in local and national elections or national referendums where these views relate to the University's charitable purposes and where publishing them will raise public interest and debate on these purposes.

4. Procedure for Electoral Campaigning on Bangor University Premises

A: Bangor University

This Procedure is to be used for all requests to campaign, hold meetings and / or hustings on University premises. For the purpose of this Procedure all such gatherings will be known as an "event".

- [i] Requests for the use of Bangor University premises by political parties or candidates must be made, in the first instance, to the University Secretary. The University Secretary may designate other full-time members of the University staff to act on their behalf in managing the operational requirements of this Policy. The University Secretary has designated the Head of Compliance, in the Planning & Governance Office, to act in this regard.
- [ii] The organiser of an event falling within the remit of this Policy shall inform the Head of Compliance of such an event at least three weeks before the date appointed for the event. In the case of such an event being organised at shorter notice the organiser shall give immediate notice to the Head of Compliance.
- [iii] The Head of Compliance will:-
 - Ensure that the political party, its representatives and / or candidate is appraised of this Policy and agrees to uphold it;
 - Confirm with the Conference Office / Timetabling Unit that the proposed booking does not conflict with any other prior booked event, whether a University event or otherwise;
 - Inform the Director of Communications and Public Affairs
- [iv] The organiser(s) of the event will:
 - Ensure that a single person is appointed **Principal Organiser** of the event who will be properly empowered to enter into commitments on behalf of the other organisers – the identity of the Principal Organiser should be made known to the Head of Compliance;

- Ensure that the Principal Organiser of an event shall supply to the Head of Compliance at least 14 days before the date proposed for the event written details of the event, including the names of any speakers, the location, format and purpose of the event and a suitable risk assessment.
- [v] The Head of Compliance will discuss the details received with relevant colleagues at the University (e.g. Corporate Communications and Marketing, Health and Safety Services, Property and Campus Services, Students' Union etc.), and may, where necessary, also consult with external agencies to obtain further advice and guidance to inform the University's decision.
- [vi] Within four days of receipt of the details of the event the Head of Compliance shall, after consulting with the University Secretary, in writing, either grant or withhold permission for University premises to be used as the venue for the event. Permission so granted may be subject to such conditions as the University Secretary may reasonably consider necessary to secure fulfilment of the University's statutory responsibilities.
- [vii] The Principal Organiser and every other person concerned with the organisation of an event for which permission has been granted shall be required to comply with any and every condition imposed by the University Secretary under the provisions of this Policy.

Such conditions may (where relevant) include a requirement that admission must be by ticket only, that an adequate number of stewards, as to whose suitability the University Secretary is satisfied, must be available in addition to any security staff that the University Secretary might feel should be present and that the organisers shall meet the cost, or such proportion as is deemed appropriate by the University Secretary, of any additional security arrangements they consider might be necessary.

The University Secretary shall also be authorised to impose conditions concerning admission numbers, the admission or exclusion of press, television or broadcasting personnel to events under this Policy at their absolute discretion.

- [viii] It is the duty of the Principal Organiser of the event to ensure that nothing either in the preparations for or in the conduct of such an event infringes the law. The Principal Organiser of the event has a duty so far as possible to secure that the event, including the audience and any speaker act in accordance with the law during the meeting. In case of unlawful conduct, the Principal Organiser is required to give appropriate warning and, in case of continuing unlawful conduct, to require the withdrawal or removal of the persons concerned by the stewards or security staff.

{xi] Bangor University Organised Event

The University may, at its discretion, and in accordance with the procedures outlined above, issue a general invitation to all political parties and candidates involved in an election campaign, or referendum to take part in hustings, subject to any reasonable limitations as the University may impose equally on all political parties, their representatives and / or candidates.

Bangor University students, staff, honorary positions and directors should follow the procedure as outlined in Section 4 A. [i] – [viii] above.

B: Bangor Students' Union

[i] The above procedure for approval of an event shall also apply to Bangor Students' Union and in the first instance clubs, societies, course representatives, volunteers and sabbatical officers shall make the request for an event directly to the Students' Union through the Students' Union Director or Students' Union President. Requests received within the timeframe assigned within this policy shall then be communicated to the Bangor University Head of Compliance. Requests received outside of the allocated timeframe shall be submitted at the discretion of the Students' Union President.

[ii] The Students' Union Director will work with the Head of Compliance and act as an intermediary for those groups described above in 4 B. (i)

C: Non-compliance

The University reserves the right to ask any individual who has not gained approval for an event and / or is deemed not to be complying with the requirements of this Policy to leave its premises.

5. Appeals

[a] The University may refuse to grant permission for an event and / or refuse to hire premises to a candidate, political party or its representatives if it has good reason to believe that holding the event or hiring the facilities would be contrary to the best interests of the University, its students or staff or are advised by the Police or other external agency that to do so would create a risk of public disorder. Any such decision would be considered under the procedures outlined in the University's *Code of Practice on Freedom of Speech*, and communicated to the Principal Organiser by the Head of Compliance.

[b] In such cases the Principal Organiser may appeal to the Vice-Chancellor against this decision within 4 days of being notified thereof. The Vice-Chancellor's decision shall be final but must be reported to the next meeting of the University Council.

- [c] The Principal Organiser may also appeal to the Vice-Chancellor against any restrictions or conditions on the event, as imposed by the University Secretary, any appeal should be made within 4 days of being notified thereof. The Vice-Chancellor's decision on such matters shall be final.

6. Jurisdiction

This Policy is subject to English & Welsh law.

7. Implementation

This Policy shall come into effect from 1st February 2016.

8. Further Information

For any questions relating to the content or application of this Policy, please contact the Head of Compliance.