



External Speaker Policy

National Back Exchange

Responsible Person

Sarah Thornton, Chair

Author

Associations Administration Team

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1. Version Control Summary

Date	Version no.	Summary of changes	Consulting group / person
July 2024	1.0	New Procedural Document Policy including checklist	Sarah Thornton, Chair Associations Administration Team

1. Purpose

National Back Exchange is committed to freedom of speech within the law. This policy for external speakers has been developed to ensure that external speakers can enjoy freedom of speech through discussion, debate and challenge around their chosen topic whilst at the same time ensuring that National Back Exchange complies with all relevant current legislation. We believe that the right to freedom of expression is an important element in furthering the educational purposes of our charity, but this must be balanced with ensuring that these rights do not interfere with or deprive other people of their rights.

This policy ensures that all events organised support the National Back Exchange's best interests and are aligned with its charitable purpose, mission, aims, values and policies. Our aim is to avoid exposing our charity's assets, trustees, members, beneficiaries or reputation to undue risk.

2. Definitions

An 'external speaker' is deemed to be anybody who will be addressing a group at an event. Where a National Back Exchange Trustee is speaking on a topic out of scope of their role description then they will be deemed an external speaker.

An 'event' is any gathering that is hosted by National Back Exchange at an external venue or online, that includes a speaker addressing a group for educational, research or promotional purposes.

This policy needs to be read in conjunction with the Advertising and Sponsorship policy for guidance on educational and promotional content.

3. Who Does the Policy Apply To?

This policy applies to all external speakers for National Back Exchange events. The Organiser of the event must be a Board Trustee, acting in conjunction with the relevant personnel from the Associations Administration Team. The Organiser shall ensure that the appropriate information is received through the booking form/abstract submission regarding the nature and topic of the proposed presentation/workshop/plenary/event. The Organiser will also ensure that the Board Chair and/or a minimum of one Board Trustee will be present at the event, whether online or in person. The Organiser must also follow the speaker booking process and complete the speaker booking risk assessment before allowing an event to go ahead.

4. Roles and Responsibilities

This policy identifies a number of key responsibilities and roles: those exercised by the Organiser (the relevant Board Trustee), Associations Administration Team, the Speaker and the Board of Trustees Chair.

The primary responsibility for ensuring external speaker arrangements comply with these guidelines, and other applicable regulatory codes, rests with the Chair of National Back Exchange, the Organiser (the relevant Board Trustee) and the Associations Administration Team. Please note that Associations Administration Team are responsible for promoting the adherence to all guidelines set out in this policy. Their role is to support the Chair of National Back Exchange in ensuring that these guidelines are adhered to.

Before organising an arrangement with an external speaker, National Back Exchange will consider the guidelines set out in this document and adhere to the guidance provided.

The overall management of speaker agreements will be the responsibility of the Organiser, in consultation with the National Back Exchange Board Chair, Board of Trustees and the Association Administration Team as appropriate.

All speaker content and revisions must be reviewed and approved by the Organiser in consultation with the Board Chair and the Association Administration Team. Any final speaker content should be reviewed by the Chair to ensure that it adheres to this policy.

5. Policy

National Back Exchange endorses freedom of speech which is set in the context of their policies, vision, values and statutory obligations. National Back Exchange expects speakers to respect these values and to be sensitive to its diverse and inclusive community. National Back Exchange is committed to creating an environment for all members that is free of harassment, intimidation, and other forms of bullying, where everyone is treated with dignity, respect and professional courtesy. National Back Exchange will not approve content that could be considered socially or politically contentious or which conflicts with the policies, vision, values, or statutory obligations (e.g. equalities policies) of the National Back Exchange. This includes content that:

- has party-political associations or lobbying campaigns.
- involves unlawful prejudice and/or discrimination.
- creates legal or financial conflict with the interests of National Back Exchange.
- conflicts with the National Back Exchange's branding and business activities.
- promotes smoking.
- promotes the irresponsible consumption of alcohol.
- promotes gambling or betting, except licenced or registered lotteries benefiting worthy causes e.g. society or local authority lotteries.
- promotes pornography or adult content.
- promotes weaponry.
- promotes payday lenders or financial organisations with punitive interest rates.
- infringes on any trademark, copyright, or patent rights of another company.
- appears to promote racial or sexual discrimination, or discrimination based on disability, faith, sexual orientation, gender, or age.

- could otherwise bring National Back Exchange into disrepute or conflict with contractual obligations.
- is likely to cause reputational damage to National Back Exchange.

National Back Exchange has a legal obligation when considering an external speaker to consider laws that exist to protect national security, public safety, the prevention of disorder and crime, and the protection of the reputation and rights of others. It has a particular legal responsibility arising from the Terrorism Act 2000 to have due regard to the need to prevent people from being drawn into terrorism. Any views being expressed, or likely to be expressed, must therefore not constitute extremist views that risk drawing people into terrorism or are shared by terrorist groups. This policy for external speakers does not set out to obstruct freedom of speech, but freedom of speech is not an unqualified privilege. There are restrictions which the National Back Exchange must consider. For example, freedom of speech does not allow the speaker to break the law or breach the lawful rights of others.

Other relevant laws which inform our policy are:

- The Anti-Terrorism, Crime and Security Act 2001
- The Prevention of Terrorism Act 2005
- The Terrorism Act 2006; (4) The Counter-Terrorism Act 2008
- The Terrorist Asset Freezing etc. Act 2010
- Terrorism Prevention and Investigations Measures Act 2011
- Protection of Freedoms Act 2012
- The Counter Terrorism and Security Act 2015
- Criminal Finances Act 2017
- The Human Rights Act 1998
- Equalities Act 2010

The above list is not exhaustive, and any submission/proposal/abstract can be declined at the National Back Exchange's sole discretion.

National Back Exchange shall reserve the right to decline or terminate any arrangements/contracts/submissions/proposals/abstracts where content and/or speaker conduct is inconsistent with this policy.

6. Related Policies & Documents

Advertising and Sponsorship Policy
 Diversity, Equity and Inclusion Policy
 External Speaker Risk Assessment – internal document
 External Speaker Code of Conduct & Declaration Form

7. Process Review

This policy will be reviewed by Chair, Vice Chair or designates of the National Board of Trustees every 2 years from the date of publication or earlier depending on legal requirements, best practices, national guidelines, or organisational changes.

8. Audit - Monitoring Process

Monitoring process	Requirements
Who	<ul style="list-style-type: none"> ● National Back Exchange Board of Trustees ● Association's Administration Team
How	<ul style="list-style-type: none"> ● Monitor, review and feedback from Board of Trustees, NBE Members, Associations Administration Team and Industry Partners
Presented to	<ul style="list-style-type: none"> ● Board of Trustees
Monitored by	<ul style="list-style-type: none"> ● Procedural document review group ● Sarah Thornton, Chair ● Kerry Kemp, Vice Chair ● Mary Muir, Publications Director ● National Back Exchange Board of Trustees ● Association's Administration Team
Completion / Exception report to	<ul style="list-style-type: none"> ● Extraordinary circumstances beyond the control of National Back Exchange and / or Association's Administration Team