

## **DONATIONS PROCEDURE**

### **1. INTRODUCTION**

The University welcomes donations from individuals, charitable bodies and other corporate or non-governmental bodies. While such donations are important to us, the University must ensure that we carefully consider the source of any donation and whether it is appropriate for us to accept the donation.

The relationship between the University and the donor must be appropriate and to the benefit of the University. Any perceptions that a donor could secure an inappropriate direct or indirect benefit from making the donation must be prevented along with the protection of academic integrity against influence, or perceived influence, from the interests of private donors.

A donation will be refused where there is or there may be a perception that:

- 1) It results from illegal activities;
- 2) The activities of the donor are in conflict with or may be harmful to the objectives of the University or in breach of the University's ethical code;
- 3) The adverse publicity from the donation would likely result in a reduction of donations to the University from other sources;
- 4) The offer is dependent upon the satisfaction of conditions set by the donor which are contrary to the institution's values and objectives, or unreasonable in relation to the nature of the donation.
- 5) Where conditions tie the donation to a specific activity and the activity itself is not within the objectives or intended strategy of the institution
- 6) The donation is from a current student or their immediate family giving the potential for perceived favour and impact on academic integrity.
- 7) It may compromise the charitable status of the University.

Appropriate due diligence and robust scrutiny of any donation that is offered will be undertaken in line with our mission, values and vision and ethical code. This will include robust scrutiny of the source and identification of any actual or perceived conflicts of interest.

This document sets out the procedure that should be followed in relation to the acceptance or refusal of any donations offered to the University. There is a separate procedure relating to gifts and hospitality to individual members of staff for which you should refer to the Guidance on gifts and hospitality.

### **2. PROCEDURE**

Any offer of donation should be notified using our Donations Form which can be found on the Corporate Support page of the Intranet. The completed form should be sent to the Director of Corporate Support.

Confirmation of acceptance of a donation must not be given until formal approval is received.

### **3. DONATIONS GROUP**

Where a donation offered is over £5000 a Donations Group will be established to consider the proposed donation.

The Donations Group shall comprise of:-

- the Director of Corporate Support (Chair),
- the Director or Finance (or nominee),

- the Director of Advancement,
- the Executive Director of Strategic Planning, Marketing, Recruitment & Engagement
- the University Solicitor, and
- the Dean of School for the area to which the proposed donation is being offered or the Chief Operating Officer (as appropriate).

A minimum of three members of the Donations Group (one being the Chair) must be present for a decision to be made.

#### 4. APPROVAL LIMITS

Following consideration by the Donations Group (or the Chair, as appropriate) formal approval for accepting or declining the donation must be given in line with the following table, depending on the value of the proposed donation:-

Donation Amount	Authority for Accepting or Declining the Donation	Note
Up to £5000	The Chair of the Donations Group, in consultation with such members of the Donations Group at the Chair deems appropriate, shall have the discretion to approve or reject the donation.	The Vice Chancellor's Executive Group (VCEG) has granted delegated authority to the Chair of the Donations Group to formally approve or reject such donations.
£5001 to £10,000	The Chair of the Donations Group will accept or decline the donation based on the recommendation of the Donations Group.	The Vice Chancellor's Executive Group (VCEG) has granted delegated authority to the Chair of the Donations Group to formally approve or reject such donations.
Over £10,000	Vice Chancellors Executive Group (on the basis of the recommendation of the Donations Group)	Approval of any proposed donation rests with the University Court. Court has agreed to grant delegated authority to approve donations to VCEG up to £100,000, subject to full reporting to Court at its next meeting.
Over £100,000	Court (on the basis of the recommendation of the Donations Group).	

#### 5. Acceptance of Donations

On acceptance of a donation a formal agreement will be put in place with the donor by the Corporate Support team. The Corporate Support team will retain a register of any donations accepted or declined. The Director of Corporate Support will provide an annual report to Court of all donations offered, regardless of value.

Where appropriate, in the case on ongoing donations, the approval may be reviewed at appropriate intervals on change of circumstances.

Where a donor asks to remain anonymous, the Chair of the Donations Group, in consultation with the relevant member of the Donations Group will determine whether it is appropriate to accept the donation on an anonymous basis and, if so, the appropriate level of anonymity.

Procedure Author – Emma Cuckow	Procedure Owner – Donna McMillan
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