THE UNIVERSITY OF LEEDS
THE COUNCIL

Gift acceptance and naming policy

Policy statement

1. Ultimate responsibility for the acceptance – or otherwise – of gifts to the University rests
with the Council of the University. Operational responsibility is however delegated to the
Gift Acceptance Committee and the Director of Development as indicated below.

2. All actual or potential gifts to the University must be notified to the Campaign Manager in
the Alumni and Development Office at the earliest opportunity. In any event, members of
staff must not solicit a gift – or accept an unsolicited gift – with a value of £25,000 or more
(cumulative over a five-year period in the case of a sequence of gifts) without the
agreement of the Gift Acceptance Committee or the Director of Development in
accordance with this policy. (The Campaign Manager will serve as a point of contact for
both.)

3. Gifts shall be rejected which are judged not to be consistent with the University’s strategy
and values. For example, a gift shall be rejected if it is not wholly consistent with the
precepts of impartial, independent research, scholarship and learning. Similarly, no gift
shall be accepted from a tobacco company.

4. Donations shall be solicited or accepted only after due diligence, including as appropriate
consideration of any strategic, financial, legal, ethical and reputational issues. In
particular, for any single gift or proposed gift with a value of £25,000 or more, and for any
series of gifts or proposed series of gifts with a value of £25,000 or more over a five-year
period, a systematic assessment will be made to confirm

   that the ultimate source of funds is clear;
   that the gift is not inconsistent with the University’s strategy and values and its charitable
   status;
   that the gift will give rise to no material conflicts of interest;
   that there are no financial legal, ethical or reputational obstacles to acceptance of the gift;
   and
   that the gift is consistent with all other aspects of this policy.

Judgements will be based so far as possible on firm evidence; a clear distinction will be
drawn between confirmed fact or legal finding on the one hand, and, on the other, rumour
or speculation.

5. In the case of charitable trusts and foundations the decision to accept or reject the gift will
be made after successful solicitation.

6. Records shall be kept to confirm the decisions made by the committee and the decision-
making process. Records may be destroyed after seven years of a gift being made.

7. The extent of enquiries made under 4 above will be proportionate to the value of the gift,
within the following framework:
(a) the solicitation or acceptance of gifts with a value of £25,000 or more (or a series of gifts with a value of £25,000 or more over five years) shall require the approval of the Director of Development;

(b) the solicitation or acceptance of gifts with a value of £100,000 or more (or a series of gifts with a value of £100,000 or more over five years) shall require the approval of the Gift Acceptance Committee, which may consult the full Council as it considers necessary;

(c) all gifts of real property, and donations which take the form of non-publicly traded securities, shall require the approval of the Gift Acceptance Committee and;

(d) other gifts may be referred at the discretion of the Director of Development to the Gift Acceptance Committee for approval.

(e) Anonymous gifts (where the donor is unknown) above £25,000 shall be accepted only in consultation with HEFCE.

8. Due diligence will be refreshed every five years where an ongoing donor relationship exists and any changes of note will be reported to the committee.

(a) Where a subsequent gift takes a donor over the £100k gift threshold the case will be updated and presented to the Committee.

9. The University will provide a gift agreement for all gifts over £25,000 detailing how the gift will be used and the agreed payment schedule.

10. Where appropriate, donors will be offered opportunities for continuing engagement with the activities they have funded. Donors will not however receive any preferential treatment in respect of the University’s academic activities or business affairs. In particular, no donation shall lead to any departure from standard policies and procedures in respect of the recruitment and admission of students, the appointment or promotion of staff, procurement or governance and management (including the governance and management of any activity or facility funded by a donation).

11. If subsequent events (including the availability of new information) so require, the University may, at the discretion of the Gift Acceptance Committee, review and reconsider previous decisions to solicit or accept particular donations. The response to such circumstances shall be transparent and proportionate.

12. Facilities, posts or activities funded by a donation may be named after the donor if the donation covers the full cost of the facility, post or activity concerned. Deviations from this principle may be agreed by the Gift Acceptance Committee, which shall have a duty to consider whether to consult the Council. The decision to name a facility, post or activity may be revoked, if circumstances so warrant, through the process indicated at 11 above. All named gifts over £100k will be reported to the Council.

**Constitution of the Gift Acceptance Committee**

**Terms of reference**

1. To ensure that the University operates effective, systematic and proportionate systems for research into donations offered to – or potentially to be solicited by – the University.

2. For each case brought to the Committee in accordance with the Gift Acceptance Policy,
(a) to consider any strategic, financial, legal, ethical and reputational issues associated with the gift or proposed gift;
(b) to determine whether the gift in question may be accepted or, as the case may be, the proposed gift solicited or whether it should be referred to the full Council for decision.

Membership
The Pro-Chancellor (in the Chair)
Three lay members of the Council (currently Mr Robin Johnson, Mrs Caroline Johnstone and Mr Geoff Potter)
The Pro-Vice-Chancellor for Student Education
A member of the University Senate

In attendance
The Vice-Chancellor
The Finance Director
The University Secretary
The Director of Development
The Campaign Manager