# Introduction

The **Ferguson Bequest Committee** (FBC) ensures that funds of the Ferguson Bequest consider the donor’s wishes that they be “used in any way likely to foster the social side of the University life, and in particular the welfare and social activities”.

# Committee remit

The Committee shall:

* Ensure that the University operates effective due diligence around the disbursement of the funds of the Ferguson Bequest, i.e. is in any way likely to foster the social side of University Life, but not necessary or ordinary day-to-day expenditure.
* Consider any ethical and reputational issues associated with the disbursement
* Ensure that disbursement will not cause an unacceptable conflict of interest for the University

# Scheme of Delegation

The following details the delegated authority for the FBC and shows how it is placed in the overall University Scheme of Delegation.

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of Responsibility** | **Limit** | **Decision Making Delegated Authority** | **Escalation To** |
| Approve disbursement of funds of the Ferguson Bequest | <£500k | University Secretary and Secretary of Court | N/A |

# Committee Membership

This is an executive chaired Committee with the following membership:

* Chief Operating Officer and University Secretary (Chair)
* Clerk of Senate and Vice Principal
* Three Staff Representatives of Senate
* University Services Representative
* Finance Office Representative (Reporting)
* People & Organisational Development Representative
* Ferguson Bequest Administrative Representative (Advisory and Clerk)

# Substitutions and Quorum

Substitutions may be made with prior notice given to the clerk. There must be a minimum of 5 in attendance for decisions and approvals.

# Committee Member Responsibilities

Each Committee member has a responsibility to:

* Ensure that all disbursements are in line with the terms of the bequest
* Ensure all disbursements are in line with university policies and ethical values
* Ensure minimal reputational risk exposure to the University

# Conflict of Interest

The FBC will follow the [UofG procedure for the management of any conflicts](https://www.gla.ac.uk/media/Media_176371_smxx.pdf). The procedure defines declaration of conflicts as a standard agenda item at the start of the meeting, the maintenance of a register of conflicts, and a process for managing all conflicts which are declared.

# Format and cadence

The meetings will be scheduled normally every six months.

**INPUTS**

* Summary of disbursement proposals
* Annual Accounts
* Report

**OUTPUTS**

* Minutes
* Actions