# Introduction

Appointed by SMG, the **Campus Names Committee** (CNC) maintains an overview of names attached to campus properties such as buildings, rooms, roads, gardens and spaces.

# Committee remit

The Committee shall:

* Make recommendations to SMG on names of new properties or changes to names
* Ensure that names reflect the diversity of the University community
* Recognise individuals who have contributed to the University’s success through academic or societal distinction
* Recognise individuals and bodies that have contributed to the University through philanthropic support
* Undertake due diligence on all suggested names, to ensure that the University’s reputation is protected and enhanced
* Ensure that all recommendations are consonant with the University’s policy on gift acceptance and related policies

# Scheme of Delegation

The following details the delegated authority for the CNC and shows how it is placed in the overall University Scheme of Delegation with escalation to SMG or Court:

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of Responsibility** | **Limit** | **Decision Making Delegated Authority** | **Escalation To** |
| Approve names of campus buildings, rooms, roads, gardens and spaces | N/A | Chief Operating Officer and University Secretary | Senior Management Group |

# Committee Membership

This is an executive chaired Committee with the following membership:

* Chief Operating Officer & University Secretary (Chair)
* Clerk of Senate
* Director of Development and Alumni
* President of the Students’ Representative Council
* Senior Archivist
* Director of Property Development & Investment
* Representative from Communications and Public Affairs

# Substitutions and Quorum

There are no substitutions. There is no minimum attendance.

# Committee Member Responsibilities

Each Committee member has a responsibility to:

* Ensure all campus names are in line with university policies and ethical values
* Ensure minimal reputational risk exposure to the University
* Activity and behaviour should embody the University’s values ([click here for details](https://www.gla.ac.uk/myglasgow/staff/values/))

# Conflict of Interest

The CNC 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 meeting schedule will be ad hoc and last 1 hour.

**INPUTS**

* Name proposals

**OUTPUTS**

* Decision Log
* Action Log
* Minutes