

## Ethics (Grants and Donations) Panel Terms of Reference and Membership

The Ethics (Grants and Donations) Panel shall comprise until 31 December 2013 the following terms of reference and membership

### Terms of Reference

#### 1. Remit and status of the Panel:

- 1.1 The remit of the Ethics (Grants and Donations) Panel is to assess whether the *sources* of funding coming in to the School via prospective grants or donations referred to it are ethically acceptable. This relates to both the funding and the funder(s) and includes corporate funding in the form of sponsorship hereafter collectively referred to as 'funds' or 'funding', and the sources as 'funders'. It is possible that matters may need to be referred to the Panel that are on the periphery of grants and donations- this will need to be decided by the School Secretary in consultation with the Co-Chairs of the Panel. Where doubts remain following ethical screening work by ODAR, referrals will be made to the Panel, via the Ethics Unit, by the Director of ODAR, the Director of the Research Division, or their named alternates. If the Panel cannot reach a unanimous decision the case will be referred to the Ethics Policy Committee and, if necessary, to the Council.
- 1.2 The Ethics (Grants and Donations) Panel does not of itself have responsibility for authorising signatures on grant and donation agreements. Those officers who sign such documents do so with the authority invested in them either by the Financial Regulations or by direct delegation from the Council.
- 1.3 The Panel is accountable to the Ethics Policy Committee of Council. The Panel should review and approve the grants and donations screening procedures annually.

#### 2. Meetings of the Panel:

- 2.2 The nature of the work of the Panel is such that it is not possible to plan meetings in advance. As such, the proposed quorum has been set quite low at five – provided one of the Co-Chairs is included and none has a conflict of interest. Unanimity is required, failing which the matter is referred to the Ethics Policy Committee. If there are insufficient members who have no conflict of interest with the matter under consideration, the Co-Chairs of the Panel shall co-opt a member or members, of whom one or more may be external to the School provided that they can bring to the Panel relevant experience of ethical and corporate social responsibility issues or area expertise. If both the Co-Chairs have a conflict of interest with a particular matter, the Director of the School shall appoint a member of the Panel to Chair the meeting.
- 2.3 The Panel will meet as often as required by the Co-Chairs and not less than once per term, unless there is no business to be transacted. Minutes of all meetings of the Panel will be taken and, once the minutes have been approved by the Co-Chair, shall be sent to all members of the Ethics (Grants and Donations) Panel, the Chair of the Ethics Policy Committee, the Director of Development and Alumni Relations, the Director of the Research Division, the Director of External Relations, the Research Executive in ODAR, the Ethics Unit and the School Secretary.
- 2.4 The following will be invited to attend each meeting as observers, in order to respond to queries raised by members of the Panel, but shall not participate in the decision-making process:
  - (a) the Director of Development and Alumni Relations or a senior member of the ODAR team nominated by him or her; and
  - (b) the Director of the Research Division, or a senior member of the Research Division team nominated by him or her, as appropriate to the Committee's agenda: and
  - (c) the School Secretary or a senior member of the Planning and Corporate Policy Division nominated by him or her.

- 2.5 The Panel may in its discretion invite other individuals to attend meetings on a specific matter, to provide information or expert guidance.
- 2.6 The two Pro Directors/Co-Chairs will declare as necessary to the Panel any part they may have had in discussing a case as members of the Development Committee.
- 2.7 The Panel will review, on a termly basis, the funding sources approved (or rejected) by the Director of Development and Alumni Relations and the Director of the Research Division and the funding secured under their delegated authority within section 16.4 of the School's Financial Regulations.
- 2.8 After consideration of a draft at a meeting the Panel shall make an annual report to the Ethics Policy Committee summarising the issues considered by it and where appropriate, making recommendations for refinements or amendments to the process for approval.

## Membership

The Ethics (Grants and Donations) Panel shall comprise until 31 December 2013:

<b>Member</b>	<b>Status (Department)</b>
Prof. George Gaskell	Pro-Director, Planning and Resources    Ex Officio – Co Chair
Prof. Stuart Corbridge	Pro-Director, Research and    Ex Officio External Relations – Co Chair
Prof. Chris Brown	Member (International Relations)
Prof. Emily Jackson	Member (Law)
Prof. Conor Gearty	Member (Law)
Prof. Danny Quah	Member (Economics)
Prof. Judith Coyle Shapiro	Member (Management)
Prof. Tim Allen	Member (International Development)
Prof. Sandra Jovchelovitch	Member (Social Psychology)
Prof. Saadi Lahlou	Member (Social Psychology)
Mr. Charlie Beckett	Member (Media & Communications)
Prof Robyn Mansell	Member (Media & Communications)
Prof. Chris Polk	Member (Finance)
Prof. David Webb	Member (Finance)
Prof. Al Bhimani	Member (Accounting)
Prof. Chetan Bhatt	Member (Sociology)
Prof. Anne Phillips	Member (Government)
Prof. Janet Hunter	Member (Economic History)
Prof. Kevin Featherstone	Member (European Institute)
Prof Sarah Hobolt	Member (European Institute)
Prof. Charles Stafford	Member (Anthropology)
Prof. Richard Bradley	Member (Philosophy)

## Status

The Ethics (Grants and Donations) Panel is a sub-committee of the Ethics Policy Committee