Managing conflicts of interest: generic procedure

Academic departments

Professional support services

Vice-Chancellor

Registrar & Secretary

(for Support Services other than Finance)

Faculty Dean

Escalation according to degree of risk / nature of decision to be taken; or where HoD/line manager is conflicted

Head of Directorate

Advice may be sought at any stage from the Governance and Assurance Office (in the first instance)

Head of Department

Head of Professional Service

Line manager

Referral for discussion with individual

Issue identified by individual concerned or third party

Possible outcomes: _either_

- Acceptable without further conditions; _or_
- Acceptable with specified adjustments; _or_
- Unacceptable: reallocation of responsibilities and/or exit from external interests required.

Individual may also be required to make formal entry in departmental register of interests

HoD/line manager to:

- inform any colleagues involved of the outcome
- ensure that a record of the situation and what has been agreed is stored in a central and accessible location

Individual to keep situation under review

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