Managing conflicts of interest: generic procedure

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

Academic departments

- Vice-Chancellor
- Faculty Dean
- Head of Department

Professional support services

- Registrar & Secretary (for Support Services other than Finance)
- Head of Directorate
- Head of Professional Service
- Line manager

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

Individual to keep situation under review

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

Referral for discussion with individual

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