

DECLARATION OF INTERESTS: GUIDELINES AND PROCEDURE

1 Introduction

The Council believes that members should take proper account of any conflict of interest which may arise from their membership of Council (or other University body) on the one hand, and membership of or connection with other bodies outside the University on the other.

2 Declaration

- (a) Any member who has a pecuniary, family or other personal interest in any matters relating to the business of the University and its subsidiary companies should declare that interest on the appropriate form. This should include relevant known interests of **spouses, partners or close family members**. Such declarations should describe the interest clearly and state whether it carries direct or indirect financial interests.
- (b) Those submitting entries for the register are responsible for deciding which interests should be disclosed. However, the guide below indicates the kind of interests and associated information which the register is likely to include.

Category of Interest	Information to be disclosed
Paid employment	Nature of employer and position held
Self-employment	Nature of business
Directorship of commercial companies, including University subsidiaries	Names of companies
Significant share holdings	Names of companies in which the corporation member owns, say, 1% or more of the issued share capital
Investments in University subsidiary companies	Name of company and extent of investment and/or shareholding
Elected office	Name of authority and office held
Trusteeships or participation in the management of charities and other voluntary bodies	Name of body and nature of office held
Public appointments (paid or unpaid)	Name of body and office held
Membership of professional bodies	Name of body

Where a member or officer wishes to disclose the existence of an interest but is prevented on contractual or other grounds from disclosing specific information, s/he may choose to declare the broad category and nature of interest without necessarily naming the body or company concerned.

3 Register of Interests

The Registrar & Secretary will keep the register of members' interests. Members are asked to notify the Registrar & Secretary of any substantive changes in their registration whenever they occur and the register will be updated annually by asking members to amend their declaration where appropriate.

4 Meetings

Members are reminded that in any instance where a potential conflict of interest has been identified, the person or persons concerned should take no part in discussion or decision-making relating to that conflict, and should leave the meeting during such discussion and decision-making.

Jo Horsburgh
Registrar and Secretary