

Declaration of Interests

DEPARTMENTAL GUIDELINES AND PROCEDURE

1 Introduction

It is possible that staff links with outside bodies – whether government departments, commerce, industry, or others – may give rise to potential conflicts of interest. The University Council therefore requires Heads of Department to maintain a local Register of Declared Interests of staff within their department, which should be updated annually; substantive changes should be declared by staff as they occur. For statutory records purposes, this information should be held by each department for a minimum of six years.

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
Anyone involved in or may influence University procurement decisions	Name of relevant supplier(s) and name of any relevant staff members involved
Consultancy undertaken as a private individual	Organisation name, nature or the relationship and indication of whether paid or unpaid

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, they may choose to declare the broad category and nature of interest without necessarily naming the body or company concerned.

It is not possible to define all the circumstances which may cause a conflict of interest, but the following are examples of situations giving rise to a perceived conflict of interest. (The list is not exhaustive, and in any situation where an individual is uncertain as to the propriety of a given arrangement, advice may be sought from the Registrar and Secretary at registrar-and-secretary@york.ac.uk).

- i. The use of the University's research or administrative facilities to pursue personal, business, commercial, or consulting activities.
- ii. Any attempt to restrict rights governing the timing and content of publications, except in circumstances properly approved by the University to protect privacy, commercially sensitive proprietary information, and patentable inventions.
- iii. Involvement in externally funded activity which might infringe the right of a student engaged in the activity to complete the degree for which they are registered, and/or to publish freely their findings (except in the circumstances referred to in (b) above).
- iv. A financial interest held by an individual (or by an immediate relative/s or household member/s) in an external enterprise engaged in activities closely related to that individual's line of work in the University. Examples of such interests are paid consultancies, paid service on a board of directors or advisory board, or equity holdings in or royalty income from the enterprise. The existence of such an interest does not necessarily imply conflict, but is likely to give an appearance of conflict, and should be declared.
- v. A personal involvement in any company or commercial enterprise which is in a contractual relationship with the University, or which is in the process of negotiating a contract with the University, where the employee has been concerned or connected with placing or negotiating the contract in question or with the research or other activity which the contract might cover.

3 Meetings

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

September 2018

**Jo Horsburgh
Registrar and Secretary**