



## Register of Interests Policy

<b>Policy / Procedure</b>	Register of Interests Policy
<b>Responsibility</b>	Richard Atkinson Assistant Principal - Registry, Estates & Governor Services
<b>Who is affected</b>	Governors, Senior Management Team and College Budget Holders and their second signatories as defined by the Principal / Chief Executive and Vice Principal - Resources
<b>Number of Pages</b>	8

<b>Impact Assessed</b>	19 May 2010	1. Age	<input checked="" type="checkbox"/>
	19 May 2010	2. Disability	<input checked="" type="checkbox"/>
	19 May 2010	3. Gender	<input checked="" type="checkbox"/>
	19 May 2010	4. Race Equality	<input checked="" type="checkbox"/>

<b>Approved by the Senior Management Team</b>	7 June 2010.
<b>Approved by the Governing Body</b>	12 July 2010.
<b>Posted on the Staff Intranet / Blackboard</b>	13 July 2010.  <b>This document is available in large print, Braille or alternative formats upon request.</b>
<b>Review Date</b>	24 months



## Register of Interests Policy

Governors and External Members annually complete a voluntary Register of Interests, which the Assistant Principal Registry, Estates & Governor Services (Clerk to the Corporation) maintains according to the Instrument & Articles of Government.

The Instrument of Government, section 11, 1 January 2008 (modified 1 April 2010) is detailed below for guidance.

- 1) Except with the written approval of the Secretary of State, no member shall acquire or hold any interest in any property that is held or used for the purposes of the institution.
- 2) A member to whom paragraph (3) applies shall –
  - (a) disclose to the Corporation the nature and extent of the interest: and
  - (b) if present at a meeting of the Corporation, or of any of its committees, at which such supply, contract or other matter as is mentioned in paragraph (3) is to be considered, not take part in the consideration or vote on any question with respect to it and not be counted in the quorum present at the meeting in relation to a resolution on which that member is not entitled to vote; and
  - (c) withdraw, if present at a meeting of the Corporation, or any of its committees, at which such supply, contract or other matter as is mentioned in paragraph (3) is to be considered, where required to do so by a majority of the members of the Corporation or committee present at the meeting.
- 3) This paragraph applies to a member who-
  - (a) has any financial interest in-
    - (i) the supply of work to the institution, or the supply of goods for the purposes of the institution.
    - (ii) any contract or proposed contract concerning the institution or
    - (iii) any other matter relating to the institution; or
  - (b) has any other interest of a type specified by the Corporation in any matter relating to the institution.

- 4) This cause shall not prevent the members considering and voting upon proposals for the Corporation to insure them against liabilities incurred by them arising out of their office or the Corporation obtaining such insurance and paying the premium.
- 5) Where the matter under consideration by the Corporation or any of its committees relates to the pay and conditions of all staff, or all staff in a particular class, a staff member-
  - (a) Need not disclose a financial interest; and
  - (b) May take part in the consideration of the matter, vote on any question with respect to it and count towards the quorum present at the meeting, provided that in so doing, the staff member acts in the best interests of the Corporation as a whole and does not seek to represent the interests of any other person or body, but
  - (c) Shall withdraw from the meeting if the matter is under negotiation with staff and the staff member is representing any of the staff concerned in those negotiations.
- 6) The Clerk shall maintain a register of the interests of the members which have been disclosed and the register shall be made available during normal office hours at the institution to any person wishing to inspect it.

Best practice within the Further Education sector suggests that the Senior Management Team and College Budget Holders should also complete the register to ensure that all decisions relating to financial and non-financial aspects within Middlesbrough College are made without bias and are deemed transparent.

This should be an annual process.

The forms used are the same forms used by all Governors.

## **Person Responsible for Maintaining the Register**

Richard Atkinson  
Assistant Principal, Registry, Estates & Governor Services  
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## **Categories of Staff within the Policy**

Governors  
External Members  
Senior Management Team  
College Budget Holders  
Second Signatories

## **Form Used**

See attached.

## **Guidance Notes**

See attached.

## **Original First Review of the Register**

2002 / 2003.

## **Review of Register**

Annually.

## **Copies Kept**

Hard copy within the Assistant Principal - Registry, Estates & Governor Services' Office for reference.

## **New Members**

The Assistant Principal - Registry, Estates & Governor Services will ensure that all new starters at Middlesbrough College who fall into any of the five categories will complete their form within 4 weeks of starting their employment.

## **Policy Review**

The Assistant Principal - Registry, Estates & Governor Services will review the policy every 24 months and any amendments are to be authorised by the Senior Management Team.

**The Further Education Corporation of Middlesbrough College  
Register of Members' Interests**

Each member is invited to register all business interests, financial or otherwise, which he or she, so far as he or she is aware, his or her spouse or partner, children or other close relatives may have. Members should inform the Assistant Principal - Registry, Estates & Governor Services whenever their circumstances change and interests are acquired or ceased.

Please refer to the guidance notes and the provisions in the College's Code of Conduct, which relate to Conflicts of Interest.

<b>Nature of Interest</b> – Paid Employment	<b>Date on which the interest was last declared</b>
<b>Name</b>	
Signed	
Date	



## Register of Interests

### Guidance Notes

- 1 Any interest, financial or otherwise, which is likely or would, if publicly known, be perceived as being likely to interfere with the exercise of a Member's independent judgement should be disclosed to the Governing Body. The interest will then be recorded in a Register, which will be maintained by the Assistant Principal - Registry, Estates & Governor Services.

This register enables Members to disclose relevant business interests in a manner, which is open and transparent and demonstrates to the public that such interest have not influenced the Governing Body's decision-taking process. Members are reminded that the register is open to public inspection.

- 2 Members are in the best position to decide what business interests are relevant and should be disclosed. However, they may find it helpful to consider whether any particular interest should be disclosed by reference to the following headings, which are set out as general guidelines.

Category Of Interest	Information to be Disclosed
Paid employment	Name Of Employer
Self employment	Names of significant customers/clients accounting for more than, say, 10% of income of individual or firm
Directorships of commercial companies	Name of companies
Significant shareholdings	Name of companies in which the Governing Body member owns, say, 5% or more of the issued share capital
Elected office	Name of authority
Trusteeships or participation in the management of charities and other voluntary bodies	Name of body

<b>Category Of Interest</b>	<b>Information to be Disclosed</b>
Public appointments (paid or unpaid)	Name of body
Memberships of professional bodies and trade or other associations	Name of body

- 3 Members are invited to provide the same information, if known to him or her, in respect of his or her spouse or partner, children or other close relative e.g. living in the same household or a dependent. A member should ask him / herself whether members of the public, knowing such information, would reasonably conclude that the relevant interest might influence his or her judgement.