



## Register of Interests Policy

EQUALITY IMPACT ASSESSMENT				
1. Document Responsibility	Richard Atkinson			
2. Date of Impact Assessment	4 June 2013			
3. Date of CLT Approval	16 June 2015			
4. Date of Governors Approval	13 July 2015			
5. Date of Future Review	24 Months			
6. Purpose of Policy or Document (What does this cover?)	To provide information, advice and guidance on how to complete the Register of Interests as well as ensuring that staff and Governors are aware of what they need to do to adhere to the policy.			
How could this Policy/Document impact on the Protected Characteristics listed?				
	No Disproportionate Impact	Positive Impact	Negative Impact	Evidence (from consultation, sources of advice, guidance and feedback)
Race	<input checked="" type="checkbox"/>			
Disability	<input checked="" type="checkbox"/>			
Gender	<input checked="" type="checkbox"/>			
Pregnancy/Maternity	<input checked="" type="checkbox"/>			
Religion/Belief	<input checked="" type="checkbox"/>			
Sexual Orientation	<input checked="" type="checkbox"/>			
Age	<input checked="" type="checkbox"/>			
Gender Reassignment	<input checked="" type="checkbox"/>			
Marriage & Civil Partnership	<input checked="" type="checkbox"/>			
Accessible to all				Following Guidelines
If you have ticked the Negative Impact box of any of the above please complete details of the Actions necessary below				
Actions required	Date	Comments Received	Action Taken	
NA	NA	NA	NA	
Equality Impact Assessment carried out by: ( Please list staff members involved in process)			R Atkinson, P Congerton, M Emery	

## EQUALITY MONITORING/REVIEW

1. Name of Policy or Document	
2. Document Responsibility	
3. Date Created / Modified	
4. Purpose of Policy or Document	
5. Complaint/Issues arising	

How could this Policy/Document impact on the Protected Characteristics listed?

	No Disproportionate Impact	Positive Impact	Negative Impact	Evidence (from consultation, sources of advice, guidance and feedback)
Race				
Disability				
Gender				
Pregnancy/Maternity				
Religion/Belief				
Sexual Orientation				
Age				
Gender Reassignment				
Marriage & Civil Partnership				
Accessible to all				

If you have ticked the Negative Impact box of any of the above please complete details of the Actions necessary below

Actions required	Date	Comments Received	Action Taken

Equality Monitoring/Review carried out by:  
( Please list staff members involved in process)

Date of Equality Monitoring/Review:



## Register of Interests Policy

Governors and External Members complete a voluntary Register of Interests annually, which the Clerk to the Corporation maintains according to the Instrument & Articles of Government.

The Instrument of Government (Instrument 10) which was approved on the 23 March 2015 by the Governing Body is also detailed below for guidance.

### **10 Governors Not to Hold Interests in Matters Relating to the College**

(1) A Governor to whom paragraph (2) applies will:

- (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 (2) 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 Governor is not entitled to vote; and
- (c) Withdraw, if present at a meeting of the Corporation, or any of its Committees, at which supply, contract or other matter as is mentioned in paragraph (2) is to be considered, where required to do so by a majority of Governors of the Corporation or Committee present at the meeting.

(2) This paragraph applies to a Governor who:

- (a) Has any financial interest in:
  - i. The supply of work to the College, or the supply of goods for the purpose of the College.
  - ii. Any contract or proposed contract concerning the College; or
  - iii. Any other matter relating to the College; or
- (b) Has any other interest of a type specified by the Corporation in any matter relating to the College, as defined in the Register of Interests Policy which is available on the College Website [www.mbro.ac.uk](http://www.mbro.ac.uk).

- (3) This Instrument will not prevent the Governors 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.
- (4) 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 Governor:
  - (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 that meeting, provided that in so doing, the Staff Governor 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 Governor is representing any of the staff concerned in those negotiations.
- (5) The Clerk to the Corporation will maintain a Register of Interests which will be made available during normal office hours to any person wishing to inspect it.

Best practice within the Further Education sector suggests that the College Leadership 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 and External Members.

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

Richard Atkinson  
Clerk to the Corporation  
Middlesbrough College  
Dock Street  
Middlesbrough  
TS2 1AD  
(01642) 333269 – direct line  
[r.atkinson@mbro.ac.uk](mailto:r.atkinson@mbro.ac.uk)

## **Categories of Staff within the Policy**

Governors  
External Members  
College Leadership 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 Clerk to the Corporation's Office for reference.

## **New Members**

The Clerk to the Corporation will ensure that all new starters at Middlesbrough College who fall into any of the five categories complete their Register of Interests .

## **Policy Review**

The Clerk to the Corporation will review the Register of Interests Policy every two years and any amendments are to be authorised by the College Leadership Team and Governing Body.

**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. The Clerk to the Corporation should be informed whenever 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>Name:</b>	<b>Date on which the interest was last declared</b>
<b>Nature of Interest:</b>	<b>n/a</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 independent judgement should be disclosed to the Governing Body – this should also include any information related to a spouse, partner, child(ren) or other close relative e.g. living in the same household or a dependant, which may be seen to interfere with an independent judgement .
- 2 The interest will then be recorded in the Register of Interests which will be maintained by the Clerk to the Corporation.
- 3 This Register of Interests will enable the disclosure of relevant business interests in a manner which is open and transparent and demonstrates to the public that such interests have not influenced the Governing Body's decision-taking process.
- 4 The Register of Interests is open to public inspection.
- 5 The Governor / External Member or Employee completing the Register of Interests is 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. Further advice and guidance, if required, can be obtained from the Clerk to the Corporation.

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 Governor / External Member or Employee owns, say, 5% or more of the issued share capital.

Category of Interest	Information to be Disclosed
Elected office.	Name of authority.
Trusteeships or participation in the management of charities and other voluntary bodies.	Name of body.
Public appointments (paid or unpaid).	Name of body.
Memberships of professional bodies and trade or other associations.	Name of body.