

**KINGSWAY
COMMUNITY TRUST**

**REGISTER OF
BUSINESS INTERESTS
POLICY**

July 2017

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Date: July 2017

Review date: Summer 2022

This guidance has been produced to enable us to have a clear policy on the declaration of business interests for the Kingsway Community Trust and applies equally to staff and governors.

Kingsway Community Trust employees are subject to the Kingsway Community Trust **Code of Conduct for Employees**. Particularly, in this context, **Section 4** which deals with conflict of interests.

Background

In line with the mandatory guidance in the ESFA Academy Finance Handbook, it is the Trust's policy to establish and maintain a register of pecuniary interests for all members, trustees, governors, staff in the core Trust (including committee clerks) and senior staff in each academy (defined for these purposes as the Executive Headteacher and their direct line management reports) indicating any business interests. (NB members of an academy trust are the subscribers to its memorandum of association, and any other individuals permitted under its articles of association).

To avoid repetition within this document, the phrase 'Relevant Individuals' is used to include all members, trustees, governors, staff in the core Trust (including committee clerks) and senior staff in each academy (defined for these purposes as the Executive Headteacher and their direct line management reports).

The register will enable Relevant Individuals to demonstrate that in spending public money they do not benefit personally from the decisions that they make.

The maintenance of the register does not remove the requirement upon any individual to disclose orally any interest at any specific meeting and, if appropriate, to leave the meeting for that agenda item.

A. General Principles

Trustees/Governors and relevant (that is, those with an influence on expenditure decisions) staff must conduct themselves in a manner appropriate to their position as the senior decision-makers within the school. Judgements must be made on an individual basis, taking account of the situation.

It is important to the Kingsway Community Trust to:

- **Ensure that no member of staff or governing body is involved in taking a decision or participates in a discussion on any matter where they have a conflict of interest.**
- **Avoid any impression that any member of staff or the governing body has used their position to their personal advantage.**

Each member of staff or of the governing body should ensure that, before they become involved in taking a decision, or participate in a discussion on any matter, there are no conflicts of interests that, in the opinion of a fair-minded and informed observer, would suggest a real possibility of bias.

Where members of staff or the governing body come into possession of confidential information in the course of their role, they must not use or disclose that information in order to benefit themselves or to benefit any other person.

Individual members of staff and governors are responsible for their own compliance with these guidelines and with the law.

In the interests of transparency and accountability, members of schools staff and the Trust Board/Local governing body are required to register **in advance** interests that are capable of causing conflicts. In addition, in relation to specific decisions, disclosure should be made of any interests that might conflict with their duties.

B. Register of Interests

All relevant staff and Trust Board/Local governing body members shall register appropriate information by making a written declaration in the Register of Interests. An example of a Register of Interests is included at **Appendix A**.

Staff and Trustees/Governors should update their entry in the register at least once a year, but update the register as soon as any change is reasonably known. The form should be signed even if there is nothing to declare.

The register is available to the public on request but will not be generally available.

C. Disclosing Interests

From time to time staff and Trustees/Governors may have or become aware of interests which do not have to be registered but which might, nonetheless, conflict with their duties. As well as keeping their entry on the register up to date, disclosure must be made as soon as he or she becomes aware that they may cause a conflict.

Such interests must be disclosed whether or not they are entered on the register and there should always be the opportunity for such disclosures to be made at the start of meetings of the full governing body or committees.

Further guidance on when to disclose interests is given in **Section E**.

D. Procedures for Handling Interests

Where a member of staff has a declared interest the Executive Headteacher should assess the impact of that interest on the individual's autonomy and ability to fulfil their role. The Executive Headteacher should ensure that the member of staff is not compromised, by being involved in any matter where they have a conflict of interest.

Similarly, where the Executive Headteacher has a declared interest, the Trust Board should consider the impact of that interest and ensure that the head teacher is not compromised, by being involved in any matter where s/he has a conflict of interest.

In the event that a member of staff or Trust Board/Local governing body receives a written paper or agenda on a matter on which they have a conflict of interest, they must immediately inform the clerk to governors and disclose their interest at the start of the meeting.

If a member of staff or Trustee/Governor becomes aware of a conflict during the course of any discussion, their interest should be disclosed immediately.

In most cases where a relevant interest has been disclosed or registered, the individual must withdraw from all involvement in discussions or decisions relating to that matter.

However, in some circumstances the individual may, if agreed by the Trust Board or relevant committee, participate in decisions and/or discussions. This is likely to be where the individual's relationship is so slight or historic that it would be unreasonable to suppose any significant interest, or where the decision and discussion will have no foreseeable implications for the individual's interest.

E. Which Interests Should Be Disclosed?

In considering whether to disclose an interest, those affected by this policy should ask whether, in the opinion of a fair-minded and informed observer, the interest would suggest a real possibility of bias. The following questions may be useful:

- Do you have, or have you recently (within the past two years) had, any material business or other financial relationships with a relevant party?
- Do you have, or have you recently had, any other (non financial) relationships with a relevant party, the existence of which might suggest a real possibility of bias on your part?
- In considering whether to disclose an interest, you should also ask whether, in the opinion of a fair-minded and informed observer, the interests of close family members or friends would suggest a real possibility of bias.

Pecuniary interest includes, if appropriate, the company by whom they are employed, directorships, significant shareholdings or other appointments of influence within a business or other organisation which may have dealings with the Trust or its academies. They should include their own interest and those of any member of their immediate family (including partners) or other individuals known to them who may exert influence. For these purposes the following persons are connected to a member or trustee:

- A relative of the Relevant Individual. A relative is defined as a close member of the family, or member of the same household, who may be expected to influence, or be influenced by, the person. This includes, but may not be limited to, a child, parent, spouse or civil partner;
- An individual or organisation carrying on business in partnership with the Relevant Individual or a relative of the Relevant Individual;
- A company in which a Relevant Individual or the relative of a Relevant Individual (taken separately or together), holds more than 20% of the share capital or is entitled to exercise more than 20% of the voting power at any general meeting of that company;
- An organisation which is controlled by a Relevant Individual or the relative of a Relevant Individual (acting separately or together). For these purposes an organisation is controlled by an individual or organisation if that individual or organisation is able to secure that the affairs of the body are conducted in accordance with the individual's or organisation's wishes;

- **Membership of other public bodies** (e.g. Governing bodies of universities, colleges and schools, and local authorities), **trusteeships** (e.g. Of museums, galleries and similar bodies), **and acting as an office holder or trustee for pressure groups, trade unions and voluntary or not-for-profit organisations.**
- Relevant securities which are not placed in a blind trust

In this section

- Relative* means spouse, partner, parent, parent-in-law, son, daughter, step-son, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of the above)
- 'Blind trust' means an arrangement by which an individual gives a stockbroker or other professional investment manager absolute discretion to manage investments in relevant securities and under which the board member is not consulted before any dealing takes place, does not instruct the investment manager with regard to any specific securities, and is not informed of changes in specific investments or the state of the portfolio other than in an aggregated form or as required for tax returns.
- 'Relevant securities' means shares, debt securities, including debentures, bonds and gilts, options, rights or future rights to shares or other securities but does not include units in a unit trust or equivalent managed fund.

F. Maintaining the Register

The format of the register is set out in Appendix A. Separate pages will be maintained for each Relevant Individual (including multiple sheets for individuals where necessary) and signed by them to confirm the accuracy of the information.

The register will be held in the Clerk to Governor's office, and School Business Managers will take lead responsibility for ensuring all Relevant Individuals are identified and the interests registered.

It is the individual's responsibility to notify the Clerk to Governor of any relevant changes in their circumstances. Additionally all individuals will be required to confirm the accuracy of the register entry annually.

G. Register of Decisions

The Trust will also maintain a register of decisions where an entry in the register of interest has been declared or noted. Any member of staff or Trustee/Governor with a pecuniary interest in a particular contract should not take part in the process leading to that decision. If this is unavoidable it should be recorded and entered in the register of decisions. It should also be recorded when a governor withdraws from a specific decision following a declaration of interest.

The Trust Board will examine both registers annually, generally in the Autumn term and this will be recorded in the minutes of the meeting.

H. Confidential information

The Criminal Justice Act (CJA) 1993 makes it a criminal offence for an individual who has information as an insider to deal in securities (including shares, debentures, warrants and options) on a regulated market.

Individuals who gain access to price-sensitive information through their employment or by virtue of an office they hold will be considered an, 'insider', under CJA 1993.

Individuals in these circumstances who have unpublished price-sensitive information on any company, and either deals in the securities themselves, arranges for someone to deal in the securities on his/her behalf or passes the information on to someone or encourages someone else to deal will be committing an offence. The insider dealing offence under CJA 1993 is punishable by up to seven years' imprisonment and/or an unlimited fine.

Particular care should be taken to avoid disclosing to any person (or otherwise acting on) any discussions relating to decisions that have not yet been made public: for example, the award of significant new contracts that have yet to be publicly announced.

Issue Status

Date	Issue	Author	Date approved by Trustees	Review date
May 2016	Version 1 (May 2016)	Ariana Yakas		May 2016
27.6.17	Verson 2 (July 2017)	Ariana Yakas		Summer 2, 2022

Appendix A



Register of Interests Kingsway Community Trust

In the interests of transparency and accountability, relevant members of staff and the Trust Board/Local Governing body are required to register **in advance** interests that are capable of causing conflicts.

Staff and governors must regard themselves as having a personal interest in any matter if that matter directly relates to, or impacts on, their interests or any decision they are asked to take that would affect the well-being or financial position of themselves, a relative or close friend.

Name:

Position:

Will you have a child at the school during the current academic year?	YES/NO
Is your spouse, or anyone living with you, employed by the school? If YES, please name:	YES/NO
Are you a Company Director, Partner or Owner of any Business or a Trustee of a charity that is likely to do business with the school? If YES, please name:	YES/NO
Is there any other interest you wish to declare? Please add information in box below if the answer is YES:	YES/NO

I declare the above information, to my knowledge, represents all information that may potentially compromise my impartiality as a member of the Kingsway Community Trust.

Signed:

Dated:

'Relative' means spouse, partner, parent, step-parent, parent-in-law, son, daughter, step-son, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons. In relation to:

- Any employment or business carried on by such persons
- Any organisation in which such persons have a beneficial interest
- Any organisation in which such persons hold a position of general management.

The following list illustrates specific situations where interests should be recorded: The following list illustrates specific situations where interests should be recorded:

- Relevant securities which are not placed in a Blind Trust
- Paid employment, office or profession
- Paid employment, office or profession of relatives, other regular significant sources of payment from an organisation or an investment which might be considered relevant
- Directorships, whether paid or not, of any organisation
- Membership of other public bodies (e.g. Governing bodies of universities, colleges and schools, and local authorities), trusteeships (e.g. Of museums, galleries and similar bodies), and acting as an office holder or trustee for pressure groups, trade unions and voluntary or not-for-profit organisation.