

NEW COLLEGE CORPORATION

GUIDANCE ON REGISTER OF INTERESTS AND DECLARATIONS OF INTEREST

1 Register of Interests

- 1.1 The Register of Interests is held by the Clerk to the Corporation. Completion of an entry in the Register of Interests is a condition of Corporation membership. The Register entry for each member of the Corporation is to be updated by the member as soon as practicably possible after any change to the information contained in the Register entry. A new Register entry form is to be completed at the first meeting of the Corporation in each academic year by all members.
- 1.2 Members should complete an entry in all categories shown, namely: employment, office, trade profession or vocation; executive or non-executive directorship of a company; gifts or hospitality offered by outside bodies arising from membership of the Corporation; unremunerated posts, honorary positions that might give rise to conflict of interest or trust; and membership of closed organisations.
- 1.3 In addition any further interest held by a member, a member's close relative, a member's spouse or member's spouse's close relative which the member considers might be construed as material interest in a matter relevant to the proceedings of New College should be registered. Such interests may be financial or non-financial. As a general rule, any interest which might be difficult to justify publicly or which may give rise to public criticism should be registered and declared in relevant meetings.
- 1.4 If a member is in doubt about an entry in the Register of Interests they should consult the Clerk.

2 Declarations of Interest

- 2.1 Members' personal or prejudicial interests in any matter coming before the Corporation or its Committees must be declared. The Corporation's Instrument of Government focuses on financial interests and requires that:-

A member who had any financial interest in the supply of work or goods to or for the purposes of the institution, any contract or proposed contract concerning the institution, or any other matter relating to the institution or who has any other interest of a description specified by the Corporation in any matter relating to the institution shall:-

- (a) disclose to the Corporation or of any committee of the Corporation the nature and extent of the interest; and
- (b) if he or she is present at a meeting of the Corporation or Committee at which such supply, contract or other matter is to be considered, shall not take part in the consideration or vote

on any question with respect to it and shall not be counted in the quorum present at the meeting in relation to a resolution on which he is entitled to vote; and

(c) withdraw if so required by a majority of members present.

2.2 However, not all interests are financial. For example a governor may:

- know or be related to a candidate for a senior post holder's position or a person seeking membership of the governing body;
- be a member of a trade union seeking recognition in the college;
- be in a position as a local authority member or member of a business to use information as a governor to shape decisions affecting the college;
- be related to someone who has an interest in a matter being discussed.

Such interests should also be declared.

2.3 It is useful to consider interests in terms of **personal and prejudicial** interests.

A **personal interest** is one where a member's well-being or financial position or those of a relative or friend would be affected by a decision to be made by the Corporation or its Committees.

A **prejudicial interest** exists where a member of the public, knowing the facts, would reasonably regard the member's personal interest as so significant that it would prejudice a member's judgement of the matter under consideration by the Corporation or its Committees.

2.4 The Clerk will provide guidance on whether a member having declared a **personal interest** should participate in the decision making of the Corporation or its Committees in relation to the matter under consideration.

2.5 A member with a **personal and prejudicial interest** should always declare the interest and leave the room, taking no part in the decision making of the Corporation or its Committees in relation to the matter under consideration.