

## **Ordinance 11**

### **Declaration of Interest**

**Approving Body:** Council

**Date of Approval:** 25 November 2024

**Policy Owner:** University Secretary

**Policy Officer:** Contracts Officer

**Policy Status:** Revised

**Version:** 1.1

**Review date:** October 2024

**Next Review Date:** October 2026

## **Ordinance 11**

### **Declaration of Interest**

1. This Ordinance requires any member of the Court, Council, Senate or any Committee thereof having a personal, financial or beneficial interest in any matter under discussion to disclose that interest.
2. Any member of the Court, Council, Senate or any Committee thereof who has disclosed an interest in any matter under consideration shall withdraw from any discussion at which the matter which has engendered the declaration of interest is being considered for the duration of the discussion on the matter.
3. Any member of the Court, Council, Senate or any Committee thereof who is a member of staff of the University shall not be considered to have an interest for the purposes of this Ordinance by virtue of his or her position as an employee of the University.
4. Any member of the Court, Council, Senate or any Committee thereof who is a registered student of the University shall not be considered to have an interest for the purposes of this Ordinance by virtue of his or her position as a student of the University.
5. No decision properly taken by the Council, Senate or any Committee thereof shall be invalidated by the failure of a member to declare an interest in the meeting at which the decision was taken.
6. The University Secretary shall maintain a Register of Interests of the members of the Council, members of the Executive Board, Heads of Schools and Directors of Professional Service Departments and others in appropriate positions of authority, which shall be open to inspection at all reasonable times.
7. This Register shall contain information on appointments, company directorships, public offices, and any relevant family interests, but shall not record any information concerning shareholdings or other investments which might be held by members of the Council, Senior Officers or their families.
8. All new members of the Council shall supply the Secretary to the Council with a statement of information to be included in the Register within three months of the start of their period of office as members of the Council. Senior Officers shall supply the information required within three months of taking up their posts as Senior Officers of the University.
9. The University Secretary shall ask those listed under 6 above to review their entries in the Register once in every academic year.