

## Policy Statement

The Directors and Governors are committed to the principles of probity and accountability in its duty to protect the public purse. Furthermore it takes very seriously its responsibility to meet the statutory duty to ensure that it has in place a current register of business interests for all staff, governors, directors and members involved in purchasing and procurement decisions. The register will be open for inspection by all stakeholders to the Trust on written request.

## Statutory Requirement

This policy is written in accordance with paragraph 3.1.16 of the Academies Financial Handbook Sept 2016 which states:

*“The academy trust’s register of interest **must** capture relevant business and pecuniary interests of members, trustees, local governors of academies within a multi-academy trust and senior employees. Trusts must publish on their websites, relevant business and pecuniary interests of members, trustees, local governors and accounting officers.”*

The Link Academy Trust also captures relevant business interests and pecuniary interests of all staff within the individual academies. These registers are not published on websites, but are available from the administrators for inspection by members, director, governors and the Education Funding Agency (EFA).

## Declaration of Interest

The Academy Trust’s employee code of ethical conduct also states that employees *“must declare in writing to their Head of School (or in the case of the Head of School, the Chair of Governors) all non-financial interests that they consider could bring them into conflict with the Trust’s/academies interests. Employees are required by law to declare any financial interests, whether direct or indirect, which could conflict with Trusts/academies interests.*

Any person who is present at a meeting of the members, directors or governing board should declare a business interest, whether direct or indirect. This relates to any contract, proposed contract or other matter that is being considered. The person must disclose the fact as soon as is practical and take no part in consideration or discussion of the contract or matter concerned. The person must withdraw from the meeting during consideration or discussion unless the board of that meeting allows otherwise. In addition, the person cannot vote on any question with respect to the contract or matter.

## Direct Business Interests

The following are examples of a direct business interest:

Any payment of salary, allowance or other expenses to a member of staff from the trust budget

Any appointment where the candidate is a member, director or governor

A member, director, governor or member of staff runs their own business and has been or could be paid for work done or services received from the trust budget or any other trust funds.

Land owned by a member, director, governor or member of staff where its value might be affected by proposals about the individual academy's land or buildings.

### **Indirect Business Interests**

The following are examples of an indirect business interest:

A member, director, governor or member of staff owns shares or is a member of a company or another body which has a direct business interest.

A member, director, governor or member of staff is a business partner of a person or company who has a direct business interest.

A member, director, governor or member of staff is employed by a person or company which has a direct business interest.

A member, director, governor or member of staff has a spouse or is living with another person who has an interest in the contract or matter being discussed, including an appointment of staff of the trust

The contract or matter relates to an appointment at the Trust which could result in another vacancy for which the member, director, governor or member of staff could be a candidate.

### **Non Business Interests**

The following are examples of matters which are not considered as creating a business interest:

Being a councillor on a local authority

Being a rate payer or council tax payer in the area of the academies

For members of trust staff, having an interest that is no greater than the interest of the generality of staff in the matter.

Having interests that are non-business (e.g. voluntary interests)

Having an interest that is so remote or insignificant that it cannot reasonably be regarded as likely to influence a member, director, governor or member of staff.

## Duty to Declare

Members, Directors, Governors, Heads of School and members of staff are bound by financial regulations and therefore must declare in the Register any business interest they have in a personal capacity in any contract relating to the trust. The declaration must be in writing and be recorded in the Register. Changes should be notified to the Clerk or school administrator as they occur.

In addition to any written declaration in the register, members, directors, governors or any other person attending a board or committee meeting must declare orally their business interest in any matter and take no further part in discussion or decision on that matter.

Observance of these rules is the responsibility of the individual member, director, governor, head of school or member of staff.

## The Register

The staff registers will be kept at the individual academies, with copies held by the clerk. The member, director and governor registers will be kept by the Clerk in a loose leaf binder, but electronic summary registers are available on the trust website.

The Register must be open to public inspection on request, free of charge during reasonable academy office hours.

The administrators and clerk will make arrangements for the registers to be kept up to date on an annual basis or on any change of member, director, governor or staff member.

This Policy will be reviewed by the Board of Directors on a 3-yearly cycle and must be signed by the Chair of Directors and CEO.

Policy Reviewed:	Dec 2016
Next Review:	Autumn Term 2019
Signature of Chair of Directors:	Signature of CEO: