



Register of Interests Policy

1. Background

The Norland College Directors' Register of Interests has been established in response to the recommendations of the Nolan Committee on Standards in Public Life and should be viewed as one of the steps taken by the College to encourage openness and to emphasise the need for the highest standards of honesty and impartiality.

2. Principles

The general principle is that individuals should disclose in the Register any interest, financial or otherwise, which is likely or would, if publicly known, be perceived as being likely to influence the exercise of independent judgement. The Register does not cover all interests, but specifically those relevant or potentially relevant to an individual's role as a Director of the College. Individuals are in the best position to know whether any particular interest should be disclosed. Interests of close relatives should be declared if they are felt to be relevant.

3. Annual Check

The Register of Interests is compiled from individual declarations and is maintained by the Clerk. On an annual basis the Clerk will write to all Directors to confirm if the details held are up-to-date and accurate. Directors are requested to inform the Clerk to the Board when there is any change in information.

4. Declaration at Meetings

The Register is consulted by the Clerk in advance of meetings of the Board and its committees, where contracts or other matters with important consequences are to be considered. The Chair of the meeting will be informed by the Clerk if there is information within the Register which raises the possibility of a conflict of interest.

The Register does not obviate the duty of Directors to declare relevant interests at meetings. Declarations made at meetings will be minuted.

5. Guidance on completion of the Directors' Register of Interests Declaration Form

Employment

This covers both paid and voluntary employment and includes any agreement to provide personal services. Name of employer, post held and the nature of the business should be stated.

Appointments, Offices and Directorships

Name of the body or bodies in which a position of authority (whether paid or voluntary) is held and the nature of the office held, including:

- Trusteeships or participation in the management of charities and other voluntary bodies;
- Public Appointments, including for example appointments as a governor at another educational institution;
- Elected Offices;
- Appointments within other organisations whose decision-making could affect the College's interests and which could give rise to duality or conflict of interest; and
- Paid and unpaid directorships and non-executive directorships in companies which are likely, or may be seeking, to do business with the College.

Kinship Relationship

Details of any kinship relationship with a member(s) of staff or students at the college should be provided. Name and individual details are not required.

Membership of Professional Bodies

Details of membership of professional bodies should be provided.

Significant shareholdings in other public/private companies

Details should be provided of:

- Companies in which the Director owns 5% or more of the issued shares or securities;
- Businesses which the individual owns or partly owns, which are not companies; and
- Partnerships and consultancies in which the individual is a partner (or equivalent).

Contracts

Details should be provided of any involvement in contracts (including the duration) which are not fully discharged and which are:

- Contracts for the supply of goods, services or works to the College or on the College's behalf and
- Between the College and either the Director or any body or person which the Director is required to identify under this policy.

Formal positions or connections with other educational establishments

Details of any remunerated or honorary positions and other connections with educational establishments which may give rise to a conflict of interest should be disclosed.

Any Other Material Interest

Details should be disclosed of any other material interest which could be reasonably construed as creating a conflict of interest and thus potentially prejudicing the open and impartial discharge of the individual's role as a member of the Norland College Board of Directors.

Directors should be aware that they can write, or speak, in confidence to the Chairman on any issue of disclosure.

Appendix 1: Directors' Register of Interests Declaration Form

Please refer to the Register of Interests Policy before completing this form. Should you have no declared interests under a section, please enter 'N/A'.

Personal details

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|--------|--------------|----------|
| Title: | Forename(s): | Surname: |
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Declared Interests

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| Employment (details of any employment, including voluntary, and any agreement to provide personal services): |
| Appointments, Offices and Directorships (details of bodies in which a position of authority is held and the nature of the office held): |
| Kinship Relationship (name and individual details are not required): |
| Membership of Professional Bodies: |
| Significant Shareholdings in Public/Private Companies: |
| Involvement in Contracts: |
| Formal Positions or Connections with other Educational Establishments: |
| Any other Material Interest: |

Register of Interests Declaration and Consent

I confirm that I have read and understood the College's Register of Interests Policy and that I have completed this declaration form in accordance with that guidance and underlying principles. I confirm that I consent to the information I have given in this form being held on the Norland College Directors' Register of Interests. I understand that data will be kept securely. It will be processed only to ensure that the objectives of this Policy are met and will not be used for any other purpose. Data will not be kept beyond the Director's Term of Office. Information will only be disclosed to third parties in compliance with the General Data Protection Regulation 2018.

Signed:

Date:
