



**St.Cuthbert's**  
Roman Catholic Academy Trust

## **Declaration of Business and Personal Interests Policy**

<b>Policy reviewed and adopted by the Board of Directors</b>	<b>15 June 2016</b>
<b>Version</b>	<b>1</b>
<b>Review frequency</b>	<b>Annually</b>
<b>Date of next review</b>	<b>June 2017</b>
<b>Responsible Officer</b>	<b>CFO</b>

### 1 Introduction

The Trust is required to establish systems of control to ensure that any business or personal interest by senior employees and Member/Director/Governors are recorded.

The Trust is required to maintain a register which lists for each senior member of staff (SLT and staff with purchasing influence) and each Member/Director/Governor, any business or personal interest, pecuniary or otherwise, that they, or any member of their immediate family, have which could conflict with the Trust's interests; to keep the register up to date with notification of changes and to undergo an annual review of entries.

The academy trust's register must capture all relevant business and pecuniary interests including:

- directorships, partnerships and employments with businesses that provide goods or services to the trust;
- trusteeships and governorships including at other educational institutions and charities irrespective of whether there is a trading relationship with the trust; and
- for each interest: the name of the business, the nature of the business, the nature of the interest, and the date the interest began.

As a general principle, individuals should err on the side of caution and declare interests that they think could be covered by the guidance above. Such a declaration must be made as soon as an individual becomes aware of the possibility of any such conflict arising or indeed that may be perceived / construed as arising. A good test is for the individual to ask himself/herself whether others would think that the interest is of a kind to make this possible. If the individual thinks this is so, or is in doubt then the information should be recorded on the register of interests.

All individuals should sign and return a statement even if they have no interests to declare. This return will be refreshed on an annual basis.

The Trusts will publish on its website the relevant business and pecuniary interests of trustees and members. (Trusts have discretion over the publication of interests of other individuals including parent, spouse, civil partner, cohabitee and child.)

Furthermore, in line with recognised best practice, the opportunity to declare such an interest will appear as a standard agenda item at all meetings of the Academy Trust.