



## **Register of Interests Policy**

### **1. Background**

The Norland College Directors' and Senior Leadership Team (SLT) 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 Norland 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 or senior leader of Norland. 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 overseen by the Head of HR, Resources and Compliance and maintained by a Senior Administrator. On an annual basis all Directors and SLT members will be contacted to confirm if the details held are up-to-date and accurate. Directors and senior leaders are requested to inform Norland when there is any change in information by contacting the Senior Administrator

### **4. Declaration at Meetings**

The Register is consulted by the Senior Administrator in advance of meetings of the Board, sub-committees and SLT, where contracts or other matters with important consequences are to be considered. The Chair of the meeting will be informed by the Senior Administrator 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 or senior leaders to declare relevant interests at meetings. Declarations made at meetings will be minuted.

## **5. Guidance on completion of the Directors' and Senior Leadership Team 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 Norland'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 Norland.

### **Kinship Relationship**

Details of any kinship relationship with a member(s) of staff or students at Norland 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 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 Norland or on Norland's behalf and
- Between Norland and either the Director/ senior leader or any person which the Director/ senior leader 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 or Senior Leadership Team.

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

*Senior leaders should be aware that they can write, or speak, in confidence to the Principal on any issue of disclosure.*

<b>Document Control Information</b>	
<b>Policy Title:</b>	Register of Interest Policy
<b>Version number</b>	V4.0/ST/04052021
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<b>Date of next review:</b>	May 2023

## Appendix 1: Directors' & Senior Leadership Team 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

Title:	Forename(s):	Surname:
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### Declared Interests

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 Norland'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' & Senior Leadership Team Register of Interests and published on Norland's website. I understand that data will be kept securely and will be processed only to ensure that the objectives of this Policy are met. Data will not be kept beyond the Director's Term of Office/ the senior leader's employment with Norland. Information will only be disclosed to third parties in compliance with the Data Protection Act 2018 and UK GDPR.

Signed:

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Date:

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