



Register of Interest Policy

1. INTRODUCTION

The Norland College Directors' and Strategic 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.

1.1 Scope

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 by assessing whether any current personal or business interests they may have would create a conflict with their duties and responsibilities to Norland and which cannot be sufficiently managed to ensure they will put the interests of Norland and its students first.

Interests of close relatives should be declared if they are felt to be relevant.

2. POLICY

2.1 Annual check

The Register of Interests is compiled from individual declarations and is maintained as follows:

- Directors – Senior Administrator
- SLT – Pro Vice Chancellor (HR and Compliance) (PVC(HRC)).

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 PVC (HRC) or the Senior Administrator.

2.2 Declaration at meetings

The Register is consulted 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/ PVC (HRC) 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.



2.3. Guidance on completion of the Directors' and Strategic 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.
- 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 student(s) 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/ senior leader owns 5% or more of the issued shares or securities.
- Businesses which the individual owns or partly owns, which are not companies.
- 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.
- 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 University Board of Directors or Strategic Leadership Team.

3. ROLES AND RESPONSIBILITIES

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 Vice Chancellor on any issue of disclosure.

4. APPENDICES

Appendix 1 - Please follow this link to access [Register of Interest Form.docx](#)

Document Control Information	
Policy title:	Register of Interest Policy
Summary description:	This policy supports transparency and good governance by requiring Norland Directors and Strategic Leadership Team (SLT) members to declare any interests that could create, or be perceived to create, a conflict with their responsibilities to Norland. The Register of Interests is reviewed annually, updated as circumstances change, and used to identify potential conflicts before meetings. Individuals must disclose relevant interests such as employment, directorships, shareholdings, contracts, professional memberships, family connections and any other interests that could affect their impartiality in carrying out their role.
Relates to staff/ student (include Set), NQN or Norlander:	Directors and senior leaders
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Upload to website:	Yes