

The Yare Education Trust
Register of Business Interests Policy

September 2016



**THE
YARE EDUCATION
TRUST**

Register of Business Interests Policy

1. Introduction

The public is entitled to expect the highest standards of conduct from all Members, Governors (which includes and refers to members of the Local Governing Bodies), Trustees and employees of The Yare Education Trust. They are required to disclose to the relevant Headteacher/Principal and the Chief Executive Officer the interests set out below within 28 days of the interest becoming apparent.

2. Register of Disclosure of Pecuniary Interests

2.1 Relationships with Contractors and Suppliers of Goods and Services

2.1.1 Award of Orders and Contracts

Employees, Trustees and Governors should make known, in writing, to the Headteacher/Principal and the Chief Executive Officer all relationships of a business or private nature that they have with contractors and other suppliers of goods and services. An explanation as to the exact nature of the relationship should be made and whether or not the company or business has in the past or currently supplies goods or services to the Trust or any school within the Trust or has a contract with the Trust or any school within the Trust.

2.1.2 Relationships in a Private or Domestic Capacity

Employees and Governors who engage or supervise contractors or have any other official relationship with contractors and/or have had, or currently have, a relationship in a private or domestic capacity with contractors (or their senior staff) should make this known to the relevant Headteacher/Principal and the Chief Executive Officer.

2.2 Personal Interests

Conflict of Interests

Employees, Trustees and Governors must declare in writing to the Headteacher/Principal and Chief Executive Officer any financial or non-financial interests which could reasonably be considered to conflict with the Trust or school's interests.

3. Procedures

- 3.1 The Chief Executive Officer is responsible for ensuring:
- 3.1.1 that Employees, Trustees and Governors (including temporary employees) are regularly advised of the need to make declarations of pecuniary interest.
 - 3.1.2 that Employees, Trustees and Governors complete the official declaration form at the start of each school year and personally print and sign their name on the declaration. The register is kept centrally for the Trust, but is also kept at local schools for the relevant Local Governing Body to complete.
 - 3.1.3 that an opportunity to declare pecuniary interests is a standard agenda item at every Trustees, Local Governing Body meeting and the subsidiary Committees.

If an interest is declared this will be recorded and minuted and that person asked to leave the meeting whilst the related item is discussed.

- 3.1.4 that the Register is kept up to date.
 - 3.1.5 that the Trustee Body is advised annually that the Register is up to date.
- 3.2 Ongoing disclosures must be submitted in every return, even if they have been previously disclosed. The Register is a living document and the previous returns form part of the Register. The returns must be kept for seven years.
- 3.3 The Register must be accessible for viewing during office hours centrally and where it is additionally kept by each Local Governing Body in each school by the following:

Chief Executive Officer
Trust Chief Finance officer
All Headteachers
All Local School Business Managers
Trust Company Secretary
External Auditors
Internal Auditors.

- 3.4 That relevant business and pecuniary interests of Trustees and Members are published on the Trust sections of any school websites and centrally. The Chief Executive Officer has the discretion over the publication of interests of other individuals including parent, spouse, civil partner, cohabitee and child. The Chief Executive Officer will balance the requirement for the Trust to be open and transparent against the requirements of the Data Protection Act 1998 and of Article 8 of the Human Rights Act, and reach a judgement in each specific case.