



Declaration of interests

Academy Board of Trustees

The Academy policy on conflicts of interest and eligibility can be found at the end of these forms. Please refer to this for guidance when completing the document.

Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your family or some other close personal connection. Please attach additional sheets if required.

Nil returns must be submitted.

1. Posts held in the ordinary course of employment or practice

2. Membership of other professional bodies

3. Offices held in a professional body, specialist society or other organisation

4. Consultancies, directorships (including non-executive directorships) or advisory positions held

5. Membership of any patient groups

6. Shareholdings in private limited companies, or in excess of £10,000 in market value in public quoted companies

7. Sponsorship or hospitality received from any organisation in excess of £500 during proceeding 12 months



Conflicts of interest and eligibility policy for Academy Board of Trustees

1. Purpose and scope

In line with Charity Commission guidance, this document describes the Conflict of Interest Policy for trustees of the Academy and the requirement to declare interests. It applies to all Academy trustees. Charity Commission guidance states that ex-officio trustees, who hold their position by virtue of their office, have the same responsibilities as other trustees to act in the best interests of the charity. The purpose of the policy is to ensure transparency and the open and proper management of any particular conflict of interest or loyalty, and in so doing to protect both the Academy and the trustees from any appearance of impropriety.

2. Background

- 2.1 Trustees have a legal obligation to act in the best interests of the Academy, and in accordance with its Memorandum and Articles. They are expected to act impartially and objectively, and to take steps to avoid any conflict of interest arising as a result of the membership of, or association with, other organisations or individuals.
- 2.2 Conflicts of interest may arise where an individual's personal or family interests and/or loyalties conflict or appear to conflict with those of the Academy. Such conflicts may create problems – either inhibiting free discussion and resulting in decisions or actions that are not in the best interests of the Academy; or risking the impression that the Academy has acted improperly.

2.3 It is recognised that conflicts can also arise between a trustee's duty to the Academy and some other public obligation, trusteeship of another organisation or membership / employment by another organisation. This is defined as duality of interest: that is, the trustee may have divided loyalties, but does not stand to gain financially or in any other way. Where such duality exists, the trustee should declare it, and is expected to act in the best interests of the Academy when acting as an Academy trustee.

2.4 The law states that trustees cannot receive any benefit from their charity in return for the service they provide to the charity unless they have express legal authority to do so. "Benefit" includes any property, goods or services which have a monetary value, as well as money. However, trustees are entitled to have their expenses met from the funds of the charity

3. The Declaration of interests form and the Register of interests

3.1 On becoming a trustee, and at least annually thereafter, trustees must declare their interests on the Declaration of interests form.

3.2 Trustees should declare the following on the Declaration of interests form:

- Posts held in the ordinary course of employment or practice.
- Membership of other professional bodies.
- Any office held in a professional body, specialist society or similar body in the public, private or voluntary sector. Offices include posts such as President, Chair, Chief Executive, Treasurer and Secretary, and also membership of a committee.
- Consultancies, directorships or advisory positions relating to any company, organisation, public body or political party.
- Membership of any disease pressure group.
- Shareholdings in private limited companies, or in excess of £10,000 in market value in publicly quoted companies.
- Sponsorship or hospitality received from any organisation in excess of £500 in the preceding 12 months.

3.3 Relevant interests of family members should also be declared. This would generally include spouse, partners, parents, parents-in-law, children and children's partners. However, this list is not exhaustive and in some circumstances an individual may wish to declare an interest of another family member or close personal associate.

- 3.4 The Executive shall maintain a Register of interests for the trustees, and shall record all declarations of interests on the Register.
- 3.5 Academy Trustees should amend their declarations of interest as soon as possible following any change in their circumstances and will, in any event, be invited to update their entries at the first meeting of the Academy following each AGM.
- 3.6 In the case where there is nothing notifiable to declare, a form should still be submitted, stating this fact.

4. Management of Conflicts of interests or loyalties

- 4.1 At the beginning of each meeting, trustees who have a conflict/potential conflict of interest or loyalties on a particular issue on the agenda shall declare their interests, including whether or not there is potential for deriving a material benefit, and take no part in deciding that issue.
- 4.2 If a trustee declares that they have a conflict/potential conflict of interest on a particular issue that could lead to them receiving a material benefit, the trustees will need to decide if it is nevertheless in the Academy's best interests to continue discussion and decide upon that particular matter. The quorum for such a decision will exclude the trustee who has a conflict/potential conflict of interest.
- 4.3 If the Academy decides to progress an issue that could lead to a trustee/trustees receiving a material benefit, it shall request the Executive to seek the appropriate authority from the Charity Commission, and will not further progress the issue until the appropriate authority has been received.
- 4.4 If a trustee fails to declare an interest that is known to the Chair, then the Chair will declare that interest and appropriate action will be taken thereafter.
- 4.5 The secretary of the meeting shall record in the minutes the nature and extent of the conflict, an outline of the discussion and the actions taken to manage the conflict/potential conflict.
- 4.6 Where a trustee benefits from a decision this will be reported in the annual report and accounts in accordance with SORP 2005 [Statement of Recommended Practice].

5. Indirect or Minimal benefit

Trustees may participate in discussions from which they may indirectly benefit, for example where the benefits are universal to many or all Academy Trustees, or where their benefit is minimal.

6. Declaration of Eligibility

In accordance with Section 11.11 of the Academy's Article of Association every Trustee after appointment or re-appointment, election or re-election must sign a Declaration of eligibility to act as a charity trustee before they may vote at any meeting of the trustees.

7. General

If you are unsure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss the issue, please contact the Executive for guidance.