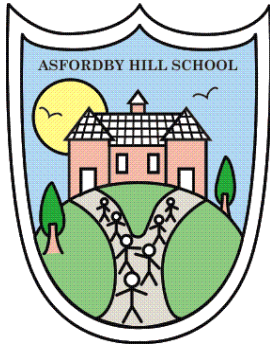


# The Asfordby Hill School



## Pecuniary Interests

<b>This Policy Links With:</b>	
<ul style="list-style-type: none"> <li>• Finance Policy</li> </ul>	
<b>Recommended:</b>	
<b>Statutory:</b>	
<b>Date Reviewed:</b>	Autumn 2017
<b>Date of Next Review:</b>	Autumn 2018
<b>Committee Responsible for Review:</b>	Finance Staffing & Audit
<b>Signature of the Chair of Governors:</b>	

## **1. Introduction**

The public is entitled to expect the highest standards of conduct from all employees and Directors of Asfordby Hill Primary School. All staff and Directors are required to disclose to the Head teacher 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.**

Award of orders and contracts

Employees and Directors who are responsible for the award of orders and contracts should make known, in writing, to the Head teacher 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 Asfordby Hill School or has a contract with Asfordby Hill School, or has previously had a contract with Asfordby Hill School.

Relationships in a private or domestic capacity.

Employees and Directors who engage or supervise contracts or have any other official relationship with contracts 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 Head teacher.

### **2.2 Personal Interests**

Conflict of interests

Employees and Directors must declare in writing to the Head teacher any financial or non-financial interests which could reasonably be considered to conflict with Asfordby Hills interests.

## **3. Procedures**

The Head Teacher is responsible for ensuring:

- That Employees and Directors are regularly advised of the need to make declaration of pecuniary interest.
- That employees and Directors complete the official declaration form (appendix 2) at the start of each school year and personally print and sign their name on the declaration. Guidance on

completion of the form is set out at appendix 1.

- That the register is kept up to date.
- That the Board of Directors is advised annually that the Register is up to date and of the name of the keeper of the Register.

On going 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 several years past employment or term of office.

The Register must be accessible for viewing during office hours by the following: Head teacher, chair of Directors, External Auditors and Responsible officer.

Any request by a member of the public to view the Register of Disclosure of interests will be referred to the Head Teacher. In considering any request, the Head teacher will balance the requirement for the school 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.

#### **4. Governors' Meetings**

All attendees at governors' meetings, including committees, whether as a governor or member of staff will have the opportunity to declare their interest at the start of each meeting. During the meeting, the attendee should also declare their interest if they have not already declared it at the start, eg. If an agenda item discussion covers an area that could potentially be influenced by their business or pecuniary interest but was not apparent from the agenda issued.

Should the interest become relevant, the individual must:

- Declare the nature of the interest
- Remove himself/herself from the meeting for that agenda item.
- Submit an updated declaration of interest form.

If another attendee is aware of the interest and the individual concerned has not declared it, the attendee may ask the chair for the individual to be removed for that agenda item. The chair should subsequently check with the Bursar whether the attendee has an up to date declaration form and be satisfied that previous discussion and decisions made have not been unduly influenced. For transparency, this check should be recorded and in the minutes of the meeting.

Failure to declare relevant interests will be considered a serious breach of this policy and will result in further investigation and where appropriate, disciplinary action.

**Review of this policy**

The Board of Directors through its Finance and Audit Committee will review this policy every year. It may however review this policy earlier than this if the government produces new regulations, or if it receives recommendations on how this policy may be improved.