

Solent University

Register of Interests [Note 3] (Governor or SMT member)

Name	
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Career details [Note 4]

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Relevant interests [Note 5]

- i. Consultancy
- ii. Directorships of companies, trusteeships of charities, or governorships
- iii. Shares/interests (including those held by close relatives\*) greater than 3% of equity in companies
- iv. Contracts with the University
- v. Memberships of societies and organisations
- vi. Personal or family relationships within the University

Additional information

*A Governor should declare any matter likely to represent a conflict of interest with their role as a Governor at any time, not simply when asked to complete this Register of Interests form.*

Type of Governor/SMT Title	[Note 6]
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* See Guidance Notes on the reverse of this form

## **GUIDANCE NOTES** (where 'Governor' is stated below this also applies to SMT members)

### **Why we need to record your interests**

1. It is central to the proper conduct of public business that the Chair and Governors should act, and be perceived to act, impartially and not be influenced in their role as Governors by social or business relationships. Good practice requires that any Governor who has a pecuniary, family or other personal interest in any matter under discussion at any meeting of the Board of Governors or one of its committees at which he/she is present will, as soon as practicable, disclose the fact of his/her interest to the meeting and withdraw from that part of the meeting. A Governor is not, however, considered to have a pecuniary interest in matters under discussion merely because he/she is a member of staff or a student of the University. Nor does the restriction of involvement in matters of direct personal or pecuniary interest prevent members of the Board from considering and voting on proposals to insure the Board against liabilities which it might incur.
2. Once appointed, each Governor owes a fiduciary duty to the University not to act in any way that will put their duty as a Governor in conflict with another duty. A Governor appointed following an election by, or appointed from, a particular constituency, for example, should not act as if delegated by that constituency and should ensure that they do not allow themselves to be put in a position where their interest and duty might conflict.

This duty can be summarised as follows:

- The no-conflict rule - a Governor must not place him/herself in a position where his/her own interests conflict with those of the University;
- The no-profit rule - a Governor must not profit from his/her position at the expense of the University;
- The undivided loyalty rule - a Governor must not place him/herself in a position where his/her duty to another conflicts with his/her duty to the University;
- The duty of confidentiality - a Governor must use information obtained in confidence from the University, ie as a member of the Board of Governors, for the benefit only of the University.

### **What we are asking you to do**

3. Each Governor is required to complete all sections of the form. 'Not applicable' should be used where this is appropriate.
4. Each Governor should provide the title of the position; the name of the organisation; and the start and end dates of each remunerated position held during the last ten years.
5. Each Governor should provide information, or indicate 'Not Applicable', using the headings below
  - i. consultancy
  - ii. directorships of companies, trusteeships of charities, or governorships
  - iii. shares/interests (including those held by close relatives\*) greater than 3% of equity in companies
  - iv. contracts with the University\*\*
  - v. memberships of societies and organisations
  - vi. personal or family relationships within the University.
- \* for the purposes of the Register of Interests, 'close relative' is defined as spouse/partner, offspring, parents or siblings
- \*\* contracts between the University and a company from which a Governor derives employment or is a director or in which a Governor has a financial interest as defined in iii. above
6. This section of the form will be completed by the Clerk to the Governors.