

Register of Business, Pecuniary and Personal Interests

Why keep a Register of Business and Personal Interests?

In May 1996 the Nolan Committee published a report on standards in local public spending bodies. This report identified seven principles that should be applied to public life. These are: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

One of the ways that a school can demonstrate that it is applying these principles is by maintaining a register of business interests.

Indeed Ofsted state, "The governing body should establish a register of business interests of governors, the Headteacher and any other staff who influence financial decisions. This should be open to examination by governors, staff, parents and the Local Authority"

All people involved in spending public money must be able to demonstrate that they do not benefit personally from any decisions that they make.

By keeping a register of staff who may have a conflict of interest, the school can ensure that they are not involved in any part of the decision making process when awarding large contracts or making high cost purchases.

The register must be freely available for inspection by governors, staff and parents.

What should be included on the Register of Business and Personal Interests?

As a minimum, governors and all school staff should register any trade or profession along with any direct interest in any company providing goods or services that they or a member of their family may have an involvement in.

They should also register any personal interest where they feel that a member of the public might reasonably think that they could influence the actions of that individual, the governing body or the decision making process.

Examples of this could be:

1. Governors and school staff declaring any links they or members of their family have with local companies from which the school may wish to purchase goods and services.
2. The husband of a member of staff manages / owns a company trading in ICT equipment and software therefore that member of staff should declare that interest and have no influence or involvement in any decision to purchase goods or services from that company.
3. A member of staff is involved with a local football team. This should be declared as a personal interest as a member of the public might reasonably think that the member of staff may use their influence or position within the school to gain use of training facilities at a favourable rate.

Family members could include:

1. Husband
2. Wife
3. Partner
4. Son (inc step and foster)
5. Daughter (inc step and foster)
6. Mother (inc step and foster)
7. Father (inc step and foster)
8. Sister (inc step and foster)
9. Brother (inc step and foster)
10. In-laws

How to register a Register of Business, Pecuniary and Personal Interests

Within a month of a new employee starting they must complete and sign both Part A and Part B of the Register of Business and Personal Interests form. (If you already have your own form in place you must ensure that all the information in Part A and Part B of the forms is incorporated). Ideally this information should then be transferred to either a computerised or handwritten spreadsheet summarising all business and personal interests of all staff and governors at the school.

Part A and Part B of the Register of Business Interests forms are attached and a register summary sheet is available as a downloadable document from the Oldham Governors website.

www.oldham.gov.uk/governordocuments

For existing staff, if they haven't already completed a form then they must do so immediately, otherwise a new form must be completed by all staff and governors at the beginning of each academic year and the summary sheet updated accordingly. The register should then be presented to the full governing body in the autumn term.

If a member of staff doesn't have any business or personal interests to declare then they must still complete, sign and date a form each year.

The school must also have in place a process for staff to declare interests that arise during the year as they become aware of them.

Before the decision making process begins for any contract, tenders or large purchases the register must be referred to in order to determine if any member of staff or the governing body has to be excluded from the process.

Part A

Register of Business, Pecuniary and Personal Interests – School Governors



School	
Name	
Position	

The governing body should establish a register of business and personal interests of the governors and staff, which should be open to inspection.

Governors, Headteachers and any other staff should declare any links they have with local companies from which the school may wish to buy goods or services.

It is important for anyone involved in spending public money to demonstrate that they do not benefit personally from any decisions that they make.

I have read and understood the guidance above **and**

I declare that I have no business or personal interests that would conflict with my work in school or influence any decisions I make. I will inform the governing body immediately should this change in the future.

I declare that I have a business or personal interest that could conflict with my work in school, details of which are provided below.

(Please tick the appropriate box and complete details below if applicable)

Details of Business, Pecuniary and Personal Interests		
Name of Company / Supplier With Whom I Have An Interest	Type of Business / Interest	Relationship
<i>Another IT Supplies</i>	<i>Supplier of IT hardware and software</i>	<i>Company is managed by my brother</i>

Signed		Date	
Please return this form to the school for recording and filing.			

Part B

Register of Business, Pecuniary and Personal Interests – School Governors



School name	
Governor Name	

Are you related to any pupils or members of staff in school or member of the governing body?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
---	-------------------------------------	------------------------------------

If yes, please give details below	
Name of person(s) related to:	
Relationship:	
Additional information:	

Signed		Date	
---------------	--	-------------	--

Please return this form to the school for recording and filing.