

# The Council

## *Standing Orders*

### **7. Declaration of Interest**

The Council has adopted the guidance on the declaration of interests by members of the governing bodies of universities and colleges in England and Wales promulgated by the Committee of University Chairmen. This guidance states:

“It is central to the proper conduct of public business that chairs and members of governing bodies should act and be perceived to act impartially, and not be influenced in their role as governors by social or business relationships”.

Any member of the Council who has a clear and substantial interest in a matter under discussion shall declare that interest whether or not that interest is already declared in the Register of Interests. Such declarations should make clear the interest and whether it carries either direct or indirect financial interest to the member. This requirement also applies to the University Secretary and to any executive officers who are in attendance.

Where such an interest constitutes a direct or indirect financial interest, the member involved shall withdraw from any meeting. Members may not speak, participate in, or otherwise seek to influence any decisions taken by the Council relating to the matter under discussion.

Where a member has an interest which is not financial, but which is relevant to the activities of the University, that interest shall also be declared. Where the interest is substantial, the member involved shall withdraw from discussions or decisions relating to that interest. Where an interest arises from membership of a public body, and where there is no financial interest, full participation in the discussion and decision is permitted.

In all circumstances, members of Council shall ask themselves whether members of the public, knowing the facts of the situation, would reasonably conclude that the interest involved might influence the approach taken to the actions of the Council. If so, the interest is sufficient for the member to declare that interest.

Members of staff of the University do not need to declare an interest or to withdraw from discussion when general terms and conditions of service of staff or a group of staff are considered. Similarly, members who are students of the University do not need to withdraw or declare an interest in issues of relevance to the student body as a whole including the setting of fees for modules. However, if a member of staff or a student has a particular interest in the issue which is greater than the interest of the group of staff or students as a whole, then that interest shall be declared and the member of staff or student shall withdraw from the meeting. Members may not speak, participate in, or otherwise seek to influence any decision taken by the Council relating to the matter under discussion.

The restriction of involvement in matters of direct personal or financial interest does not prevent members of Council from remaining at a meeting which is considering, and voting, on proposals to ensure the governing body against liabilities which it might incur.

Any such declarations of interest shall be recorded in the Minutes.