UNIVERSITY OF ESSEX
REGISTER OF INTERESTS
Declaration of Interests Form
GUIDANCE

The public is entitled to demand conduct of the highest standard from trustees, employees, agents, officers and members of the University. Such persons have an obligation to avoid conflicts between their private interests and personal relationships and their duty to the University, particularly where this could be against the University’s interests, or in any way weaken public confidence in the conduct of the University’s business.

HEFCE, the Charity Commission and the University's External Auditors require the University to demonstrate that individuals acting in an official capacity for the University are not perceived to be unduly influenced by external factors in their decision-making; this requirement is also endorsed by The Committee of University Chairs in their Guide for Members of Higher Education Governing Bodies in the UK. Individuals are therefore required to identify and declare any potential interests or close relationships they or specified relatives have.

In relation to your involvement the University wishes to:

1. Ensure that the University mitigates the probability of receiving a legal challenge on the basis of any trustee's/employee's/agent's/officer's/member's financial and/or personal interests in any organisation that may influence the business of the University.

2. Provide reassurance to potential bidders tendering for work that you do not have any financial and/or personal interests in any organisation involved in the tendering process, whether the organisation is involved directly or as a member of a bidding consortium.

This declaration of interest will assist the University in relation to paragraphs (1) and (2) above, as well as ensuring that the University's trustees/employees/agents/officers/members avoid unjustified suspicions about their influences and motives. It also provides a system for better maintaining proper standards of conduct and ensuring that there is no impropriety in the University's internal and external dealings.

Any information you disclose will be kept securely by the University; and will not be disclosed to any person outside of the Finance and Governance teams, other relevant University persons, External Auditors or otherwise as required by law. It is possible that the information you provide could be requested by members of the public under the Freedom of Information Act. If such a request is received, we will liaise with you to discuss what has been asked for and then determine the best way to respond.

An extract from the Register of Interests pertaining to the financial, political and other relevant interests of all Council members may be consulted, by prior arrangement, by any member of the University and External members of Council. The information we currently hold on Council members is listed on the Council website at: https://www.essex.ac.uk/about/governance/council. All higher education institutions (HEIs) are required by the charity regulator (HEFCE) to publish the names of trustees on 31 January each year, together with a list of all other charities (if any) of which each trustee is also a trustee.

You are under an obligation to ensure that this declaration is completed fully, truthfully, accurately and is kept up to date.

Individuals should be aware of the magnitude of the potential cost and time delays to the University, in the event that its business activities were to be compromised by any conflict of interest which has not been appropriately disclosed.

The University recognises that there may be additional potential conflicts of interest to individuals that may or may not be material matters in the context of University business. If you believe that this may be an issue or you have a query regarding this declaration in relation to:

- Council and Council committees, please contact Dr Sonia Virdee - Director of Strategic Planning and Change/Deputy Secretary via governance@essex.ac.uk
- Any other role at the University, please contact the Senior Financial Analyst (Quality Assurance) on fincomp@essex.ac.uk

Members are reminded that the University also has procedures for the declaration of interests by members at meetings of Council and Council committees.
Declaration of Interests Form

FOR COMPLETION

Please fully complete Section A and Section B. State N/A if not applicable.

Section A: Personal and/or financial interests of trustee/employee/agent/officer/member
To the best of my knowledge and belief, I have the following interests of the kinds set out under the following headings:

Q1. Employment
List all remunerated appointments/roles (internal members should include roles at or on behalf of the University).

Q2. Connections to other Higher Education (HE) institutions
Give details of specific connections, whether paid or advisory, with other higher education institutions (it is not necessary to register appointments as external examiners with other higher education institutions).

Q3. Connections to other HE Funding Councils
Give details of specific connections, whether paid or advisory, with other higher education Funding Councils.

Q4. Connections to Government departments
Give details of specific connections, whether paid or advisory, with appropriate Government departments, for example the Department for Business, Energy and Industrial Strategy, Department for Education and the Treasury.

Q5. Political Interests
Give details of political interests which are a matter of public record, for example, election to a political office.

Q6. Directorships
Give details, including the full name and company number, of each directorship you have or hold in each organisation that may influence the business of the University. Include positions that are paid and/or unpaid.

Q7. Share holdings
Significant shareholdings, amounting to one percent (or greater) of the share issue; in a public company or a private company or body which might give rise to a conflict of interest for the University.

Q8. Charities
List all other charities, including the registered charity number, of which you are a trustee.

Q9. Personal relationships
Give details of any personal relationships you have with employees/officers of any organisation (including other parts of the University of Essex) that may have influence on the business of the University.

Q10. Other Factors
Other Factors, such as posts (paid or not paid), honorary positions or other connections which might give rise to a conflict of interest or of trust.

Please turn over
Section B: Personal and/or financial interests of spouse/partner/cohabitee and immediate family members
To my knowledge and belief my spouse/partner/cohabitee and immediate family members (parents, siblings and children) have the following interests of the kinds set out under the following headings:

Q11 Employment
Specify the current employer(s) of your spouse/partner/cohabitee and members of your immediate family if there is any potential conflict of interest with the University.

Q12 Directorships
Give details, including the full name and company number, of each directorship your spouse/partner/cohabitee and/or members of your immediate family has or holds in any organisation that may influence the business of the University.

Q13 Share holdings
Significant shareholdings, amounting to one percent (or greater) of the share issue; in a public company or a private company or body which might give rise to a conflict of interest for the University.

Q14 Personal relationships
Give details of any personal relationships that your spouse/partner/cohabitee and members of your immediate family have with employees/officers of any organisation (including other parts of the University of Essex) that may influence the business of the University.

General declaration
I have declared in Sections A and B all activities and interests which may present a conflict between my private interests and my duty to the University. I declare that to the best of my knowledge and belief the answers I have given are truthful, accurate and complete. There are no other activities or personal relationships that may present a conflict between my private interests and my duty to the University. I understand that it is my responsibility to discuss and review this declaration with the Director of Strategic Planning and Change/Director of Finance; and to update this declaration in line with University Regulations. I undertake to inform the Director of Strategic Planning and Change/Director of Finance of any change to these answers within ten working days.

Name

Signed

Date

Please return to Dr Sonia Virdee, Deputy Secretary, Governance Office, Strategic Planning and Change Section, University of Essex, as soon as possible.