

A Note on Conflicts of Interest

1. It is important that all members of the Board of Governors take due cognisance of any conflict of interest which might arise from their membership of the Board (or any other University Committee) on the one hand and membership or connection with other bodies outside the University on the other. The following is a set of simple steps which members of the Board are asked to follow:
 - i) The Registrar and Clerk will maintain, and make available for public inspection if necessary, a Register of Members' Interests in which any third party pecuniary or non-pecuniary interests may be registered if the member considers that a conflict of interest could arise, or be perceived to arise. Annually, the Registrar and Clerk will seek from all members of the Board and the University College's senior staff, confirmation of their current interests. All members must respond, whether or not they have any interest to record.
 - ii) If a member has any pecuniary or non-pecuniary interest, direct or indirect, in any contract, proposed contract or other matter and is present at a meeting of the Board or other University body at which the relevant matter is the subject of consideration, the member should at the meeting and as soon as possible after its commencement, disclose the fact, notwithstanding any entry in the Register of Members' Interests. S/he should then judge whether it is appropriate to take part in the consideration of the relevant matter.
 - iii) Members of the Board should bear in mind the need for them to act with care in relation to hospitality or gifts which could be perceived as inducements by persons or bodies seeking to supply goods or services to the University. Similarly, members should take care not to solicit or recommend any person or employment by the University or admission to it other than through the proper channels, and should disclose if a candidate is related to them by family, or is the subject of some other close relationship, when providing testimonials of a candidate's ability, experience or character.
 - iv) The above guidance applies equally to a committee, sub-committee or other body belonging to the University and to the members of such bodies.