



## ANNUAL DECLARATION

Any member of the University or any of its subsidiaries, who falls into one or more of the categories identified below is required to complete an annual declaration. Any changes occurring during the year should be notified as and when they occur.

The relevant known interests of spouses, partners or close family members should also be declared.

Declarations should describe the interest clearly and state whether it carries direct or indirect financial interests (i.e. payment or benefits in kind).

**Governors** (independent, staff, student)

## Members of University Executive Board

## Directors of University Subsidiary Companies

### Members of University Leadership Group

## Members of Procurement Team

### Assistant Directors and Project Managers in IT, Facilities & Estates or Finance

[illegible]

<b>SECTION 2</b>		
<b>Spouse, Partner or Close Family Members</b> (see Note 3)		
<b>Relationship</b>	<b>Organisation</b>	<b>Details of Interest</b> (see Note 2)
<p><b>If you have entered any details above, please check the following declaration and sign:</b></p> <p>I confirm that the list of close family members with a financial or personal interest in any organisation which may have influence on the business of the University I have provided is complete and no further parties exist that meet the relevant definition.</p>		
Signed:		
Name:		Date:
<b>SECTION 3</b>		
<b>Annual Fit and Proper Person Declaration</b> (required by the OfS and Insurance Providers)		
Please indicate whether any of the following statements apply to you		
I, the undersigned, declare that;		
1	I am not disqualified from acting as a Company Director, or from acting as a Charity Trustee, as set out in the Company Directors Disqualification Act 1986 or the Charities Act 2011	
2	I have no unspent convictions <i>For information on when convictions become unspent in the UK see <a href="https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974">https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974</a></i> <i>Minor traffic offences are not relevant for the purposes of this declaration</i>	
3	I am not the subject of any adverse finding in civil proceedings, where relevant, including but not limited to bankruptcy or equivalent proceedings (in the last three years)	
4	I am not the subject of a County Court judgement	
5	I am not the subject of any adverse findings in any disciplinary proceedings by any regulatory authorities or professional bodies	
6	I have not been prosecuted for a breach of any statute relating to health and safety or served a Prohibition Notice under the Health & Safety at Work Act	
7	I am not and have not been involved in any abuse of any tax system or subject to a recovery action by Customs and Excise or the Inland Revenue	
8	I am not involved with any entity that has been refused registration to carry out a trade or has had that registration terminated	
9	I am not and have not been involved in a business that has gone into insolvency, liquidation or administration while the person has been connected with that organisation or within one year of that connection	
10	I have not been dismissed from a position of trust or similar	
11	I do not have, and have not had, a controlling interest (serving on a board, having voting rights, being a significant shareholder/owner, serving in a senior position) in a higher education provider, FE College, School or similar where action has been taken against it, or myself, by the OfS, Ofsted or other regulator	
12	I am not resident in a country which is the subject of sanctions imposed by the UK or the USA and I do not appear on any list of sanctioned individuals maintained by the UK or US authorities  <b>Note: if the position changes at any time during the year this needs to be notified to the University without delay</b>	
Signed:		

## Relationships at Work Policy – Appendix B

Name:	Date:
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If you have any queries or concerns regarding the completion of the Annual Declaration please contact the University Secretary at [unisec@worc.ac.uk](mailto:unisec@worc.ac.uk)

**Please return the completed form, marked confidential, via email to [unisec@worc.ac.uk](mailto:unisec@worc.ac.uk)**

**Notes****1      GDPR Privacy Statement**

This information is requested from you in order that the University can comply with the statutory and regulatory requirements including the University's OfS registration, Charities Act 2011, and to comply with notification to insurance providers under UK law. The personal data provided will be held securely and confidentially by the University Secretary. In order to comply with the legal and regulatory requirements placed on the University it may be necessary for auditors to have sight of the completed forms. In accordance with the requirements of the Charities Act 2011 details of Governors' Trusteeships will be published on the University's website.

The University of Worcester is the Data Controller of this personal data. The University's lawful basis for processing (in accordance with Article 6(1) of the UK GDPR) is that it is necessary for compliance with a legal obligation to which the University is subject. Details of how the University processes your data including how long it will be retained for and your rights under the UK GDPR are detailed in the University's Privacy Notices <https://www.worcester.ac.uk/informationassurance/privacy-notice.html>

**2      Additional Information for Annual Declaration of Interests**

When completing Section 1 please identify in the column entitled 'details of interest' the type of interest and any further information not included in the section entitled 'organisation'.

<b><u>Category of Interest</u></b>	<b><u>Information to be disclosed</u></b>
Paid employment	Nature of employer and position held
Self-employment	Nature of business
Directorship of commercial companies, including University subsidiaries	Names of companies
Significant share holdings	Names of companies in which you owns c. 1% or more of the issued share capital
Investments in University subsidiary companies	Name of company and extent of investment and/or shareholding
Elected Office	Name of authority and office held
Trusteeships or participation in the management of charities and other voluntary bodies	Name of charity or voluntary body Position held
Public appointments (paid or unpaid)	Name of body and office held
Membership of professional bodies	Name of body

**3      Spouse, Partner or Close Family Member**

Please indicate any related party's (spouse, partner or close family member) financial or personal interest in any organisation which may have influence on the business of the University.

The reason we request this information is that it might highlight relationships of which it would be useful for colleagues in the University to be aware. For example, if a member of staff initiates a contact with an individual or company, it is good customer relationship management to be aware of any pre-existing links or associations that may exist between the University and that individual or body.

This is also a form of safeguard for employees that they have informed the University of the relationship that exists, in the event of any positive or adverse media attention, or any perceived or actual conflicts of interests arising from the relationship.