



DECLARATIONS OF BUSINESS AND PECUNIARY INTERESTS POLICY

THIS POLICY WAS APPROVED:	SUMMER 2020
POLICY VERSION:	V1.0
THIS POLICY WILL BE REVIEWED:	SUMMER 2023
MEMBER OF STAFF WITH RESPONSIBILITY FOR REVIEW:	CEO
THIS POLICY WAS CONSULTED WITH:	DIRECTOR OF FINANCE, CLERK TO THE TRUST
THIS POLICY WAS DISTRIBUTED TO:	HEADTEACHERS, FINANCE STAFF, CHAIRS OF GOVERNORS, CLERKS

1. Introduction

Anglian Learning is committed to upholding the very highest standards of propriety in its role as a publically funded charitable educational trust. All those in a position to determine the expenditure of the Trust must therefore adhere to our regulations and those of other regulatory bodies when declaring any business and pecuniary interests, to ensure there is no conflict of interest in decision making. The following policy sets out the framework by which all Members, Trustees, Governors, Leaders and other relevant staff must have reference to in order to comply with our expectations in this matter.

2. Principles

2.1. The Nolan Principles on Standards in Public Life are central to demonstrating propriety in the use of public funds and in the decision-making (financial or otherwise) of the Trust and its constituent academies. These core principles are also complemented by the Trust's Framework for Leadership Excellence.

The Nolan Principles, as laid out below are

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

3. The Regulatory Framework: ESFA Academies Financial Handbook Requirements

3.1. The Academies Financial Handbook places the following reporting requirements on trusts.

The academy trust's register of interests must capture relevant business and pecuniary interests of MAT and senior employees, including:

- directorships, partnerships and employments with businesses
- trusteeships and governorships at other educational institutions and charities
- for each interest: the name and nature of the business, the nature of the interest and the date the interest began

3.2. The register must identify relevant material interests from close family relationships between the academy trust's Members, Trustees or Local Governors. It must also identify relevant material interests arising from close family relationships between those individuals and employees. '

3.3. Trusts should consider whether other interests should be registered. Boards of Trustees should keep their register of interests up-to-date at all times.

3.4. Trusts must publish on their websites relevant business and pecuniary interests of Members, Trustees, Local Governors and Accounting Officers. Trusts have discretion over the publication of interests of other individual named on the register. The Charity Commission offers guidance in Manage a Conflict of Interest in your Charity and CC29: Conflicts of Interest: a guide for charity trustees

4. Identifying and Recording Conflicts of Interest

4.1. A Conflict of Interest is any situation where a Trustee / Member /Governor / Senior staff employee's personal interests or loyalties could, or could be seen, to prevent that person from making a decision in the best interest of the Trust.

4.2. A standard agenda item must be included at the beginning of each Trust Board and Committee Meeting to enable the declaration of any actual or potential conflicts of interest. These should be declared to the Chair in advance of the meeting and participants will be asked to withdraw from the meeting whilst that item is discussed.

4.3. On an annual basis, or when a Trustee / Member / Governor / Senior staff employee joins the Trust, a Declaration of Business and Pecuniary Interests form must be completed to enable the Register of Interest to be kept up to date.

5. Declaration of interests at meetings

5.1. The Trust requires:

- That Members, Trustees, Governors and staff should not participate in the discussion or determination of matters in which they have a direct or indirect (through close family members) pecuniary interest;
- That when an interest is not of a pecuniary kind, participants should consider whether taking part in the discussion or determination of a matter would suggest a real danger of bias. This should be interpreted in the sense that members might either unwittingly or otherwise unfairly regard with favour or disfavour, the case of a party to the matter under consideration.

5.2. Where, in accordance with the above, individuals do not participate in the discussion or determination of a matter, they should normally withdraw from the meeting, even if it is held in public. This is because the continued presence of someone who had declared an interest might be thought likely to influence the judgement of others present.

6. Guidance on the Declaration of Interests

6.1. Trustees and Members

Trustees and Members should declare all business interests irrespective of whether they believe that these are likely to be relevant to the Trust. This includes all other organisations in which they are a director or company secretary.

6.2. Other pecuniary or personal interests which may conflict with their responsibilities as company directors or members should also be disclosed.

6.3. The register of interests should, as a minimum, list direct or indirect pecuniary interests which members of the public might reasonably think could influence trustees' judgement. The register should include interests of close family members and persons living in the same household as the Trustee.

6.4. Although Trustees will be asked to renew their declaration annually members and Trustees must take responsibility to update them as changes occur.

7. Governors and Employees

7.1. The Trust Board delegates duties to each Local Governing Body and to employees through their contracts of employment.

7.2. The Financial Regulations provide the Trust with a framework of procedures designed to ensure that all individuals are both compliant with the law and also can demonstrate that decisions which are delegated to them are made in the interests of the Trust and its duties as a publically funded organisation

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

any misunderstanding that might arise all Governors and staff with significant financial or spending powers are required to declare any financial interests they have in companies or individuals from whom the Trust may purchase goods or services. The register will be formally updated on an annual basis, with a requirement to update where significant changes in circumstances change during the year. The register is open to public inspection.

- 7.4. Governors and senior staff (anyone designated a 'budget-holder') should declare all business interests such as directorships, share holdings or other appointments of influence within a business or organisation which may have dealings with the Trust. The disclosures should also include business interests of relatives such as a parent or spouse or child or business partner where influence could be exerted over a governor or a member of staff by that person.
- 7.5. Staff and Governors should declare any links they have with local firms from which the academy may wish to buy goods or services. It is important for anyone involved in spending public money to demonstrate that they do not benefit from decisions that they make.

8. Advice on Declarations

- 8.1. The general guidance is that individuals should err on the side of caution and where they are in any doubt they should declare an interest and seek the guidance of the Director of Finance.

9. Whistleblowing

- 9.1. Where any individual becomes aware of a potential conflict of interest that has not been declared they should raise a concern in line with the Trust's link to Whistleblowing policy.