ORDINANCE 8

REGISTRATION AND DECLARATION OF INTERESTS

REGISTRATION OF INTERESTS

1.   A register of the interests of members of the Board of Trustees, of the Collegiate Council and of members of their committees shall be retained by the Secretary to the Board of Trustees. The purpose of the register shall be to provide information about members' interests which others might reasonably think could influence those members' actions and decisions as members. The register shall also contain details of the interests of senior officers of the University.

2.   Members are responsible for making and amending their entries and for deciding the personal information which fulfils the purpose of the register. The Secretary to the Board of Trustees will advise on registrable interests of the member and close associates which are likely to include, for example, company directorships, partnerships and pecuniary interests (or other material benefits) in firms or organisations with business relations with the University and where the value could be affected by decisions involving the member. Membership of a Member Institution or Institute shall not be a registrable interest for this purpose.

3.   New members and senior officers on appointment will be asked by the Secretary to the Board of Trustees if they have an entry to make in the register; all members and senior officers will be sent by the Secretary to the Board of Trustees at least annually a copy of their entry.

4.   The register shall be publicly available for inspection by appointment during normal office hours.

DECLARATION OF INTERESTS

5.   Where a potential conflict of interest is identified, a member shall follow the procedures set out in the University's policy on conflicts of interest set out in Annex 1.

15 February 2019

Policy on Conflicts of Interest

Introduction

1   The University is a charity and its objects (set out in its Statutes) are to promote, for the public benefit, education of a university standard and the advancement of knowledge and learning by teaching and research, and it is in receipt of significant public funds to support these purposes. It is essential, therefore, that its activities, and those of its staff, and students enrolled at the Central Academic Bodies are, and are seen to be, conducted, to the highest standards of ethics and integrity. Therefore, the University has adopted the following statement of policy:

> It is the policy of the University that its Members are obliged to avoid ethical, legal, financial, or other conflicts of interest, and to ensure that their activities and interests do not conflict with their obligations to the University or its welfare. This policy incorporates the Seven Principles of Public Life established by the Nolan Committee; and the Members of the University will abide by these principles. In brief they are: selflessness, integrity, objectivity, accountability, openness, honesty, leadership.[1]

Definitions

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reputation, or gain for a family member or person with whom the person has a close personal, or business, relationship.

e. A Financial Interest

a. <u>Hospitality and Gifts</u> - Members of the University should not give, or receive, such

as applicants for jobs or service providers). Further advice is available from the Human Resources Department.

b. <u>Existing Relationships Prior to Employment</u> – Where a member of staff is involved in a close personal for familial relationship with an applicant for a job, they must not be involved in the selection process.

If appointed, the successful candidate cannot, under any circumstances, be placed in a direct line management relationship with the existing staff member.

The allowable proximity within which two related employees will be permitted to work cannot be laid down precisely as it will depend on the nature of the work and their positions within the University.

c. <u>Relationships Between Staff and Students</u> - If a member of staff has a personal relationship with a student to whom they have, or are scheduled to have, a professional responsibility, he/she must inform the Human Resources Department as soon as practicable and should separate his/her self from these responsibilities. Failure to do so may make the member of staff open to accusations of bias, abuse of trust and conflict of interest. As a result of the power dynamic between a member of staff and a student, consent in a relationship may be coerced to compliance. Therefore, the University strongly discourages personal relationships with students. Any allegations of bullying and harassment will be dealt with under the relevant procedure.

d. <u>Confidentiality of Disclosure</u> - Declarations concerning personal/familial relationships will be kept confidential where possible. However, it may be necessary to share information to deal appropriately with any conflict of interest and/or to enable the University to meet its legal obligations.

Individuals who elect to make written declarations of conflicts of interest concerning personal relationships, should be aware that under data protection legislation the University is likely to be under an obligation to reveal the declaration to the other person said to be party to the relationship, should he/she make such a request. Further information on data protection can be found on the University website and is also available on request from the Data Protection Officer at data.protection@london.ac.uk.

10.3 <u>Conflicts of Loyalty</u>

Where a person's primary duty to the University conflicts with his/her duties to another body to which he/she has been appointed, or to a close personal relation, the conflict should be declared and managed in the same way as for other conflicts (see paragraph 11).

10.4 <u>Conflicts of Research Integrity</u>

The University's employees should maintain the highest standards of integrity in the conduct of research, and the complete, objective and timely dissemination of new findings through publication, is essential for research integrity. In this context, 'publication' means any means of dissemination of research findings, including publication in a journal, information placed on the web, conference presentations or any other kind of scholarly communication. Employees should ensure that if a particular research project is covered by a contract with an external sponsor then care will need to be taken to follow the agreed procedures for publication.

The potential for personal gain must not, nor appear to, jeopardise the integrity of research activities, including the choice of research, its design, the interpretation of

results, or the reporting of such results. Employees, staff and students in the School of Advanced Study should also refer to the School's Research Ethics Policy available from the School of Advanced Study.

10.5 Conflicts of Educational Mission

The University's employees who are involved in educating, training, supervising or directing the work of students, should ensure that the education he/she provides is appropriate to the student. For example, care must be taken to assure that the choice of a student's research project, and the direction of that research is not, and does not appear to be influenced by, their supervisor's personal or financial interest.

10.6 Conflicts arising from External Commitments

The University has a global reputation and influence and encourages its Members to engage in a wide variety of external activities. It is University policy to encourage and foster external activities whilst ensuring what when conflicts or perceived conflicts of interest arise they are acknowledged, disclosed and, where appropriate, properly managed. Members of the University should declare any conflicts arising from their interests in organisations outside the University.

10.7 Conflicts for Examiners
Examiners of University of London Worldwide who have relationships with third party.of Londo46j E

for inspection. A separate confidential Register of Interests is maintained by University of London Worldwide for its Examiners.

12.2 <u>Managing Conflicts of Interests in Meetings</u>

Where a potential conflict is identified prior to a meeting the following approaches will be useful: