



## NOTTINGHAM ROMAN CATHOLIC DIOCESAN EDUCATION SERVICE

### REGISTER OF BUSINESS INTERESTS GUIDANCE

It is important that Directors not only act impartially, but are also seen to act impartially. Directors have a responsibility to avoid any conflict between their business and personal interests and affairs and those of the Trust. There is a legal duty on all Directors to declare an interest likely to lead to questions of bias when considering any item of business at a meeting and for the Director concerned to withdraw, if necessary, whilst the matter is considered.

To help put this duty into practice, Trusts are required to establish and maintain a register of pecuniary interests indicating, for all Directors any business interests. This should include, if appropriate, the company by whom they are employed, directorships, significant shareholdings (10% or greater) or other appointments of influence within a business or other organisation which may have dealings with the Trust. They should include their own interest and those of any member of their immediate family (including partners) or other individuals known to them who may exert influence. The register sheet should be signed by the Director. The register will enable Directors to demonstrate that in spending public money they do not benefit personally from decisions that they make.

The Company Secretary must ensure that the register is up to date, complete and includes all Directors. Dated nil returns are also required. There should be notification of changes from Directors, as appropriate, and through an annual review of entries. To ensure evidence of completeness it should be signed off annually by the Chair of the Academy Trust.

The completed register should be retained by the Company Secretary and made available on request.

## Nottingham Roman Catholic Diocesan Education Service: Register of Business Interests for Directors

Name of Director     Ann Neale

Date of Appointment     2020

Date of Resignation/Retirement \_\_\_\_\_

Name of Organisation	Nature of Interest	Date from which involved	Signature	Date of signature	Date interest ceased	Signature	Date of signature	Notes
CAFOD	School Volunteer	2018	<i>A Neale</i>	26/02/21				

**Notes:** 1. Use the notes column to indicate relationships. 2. One page for each Director or more if required. 3. Make all entries in ink.

**Record of Reviews (to be signed by Chair of Trust)**

Date										
Initials										

**Directors are reminded that completion of this form does not remove the requirement upon them to disclose orally any interest at any specific**

*meeting and to leave the meeting for that agenda item.*

## **GUIDANCE FOR DIRECTORS WITHDRAWAL FROM MEETINGS AND DISCLOSURE OF INTEREST**

### **WITHDRAWAL FROM MEETINGS - HAVING AN INTEREST**

**The general principle is that no-one should be involved in a decision where his or her personal interests may conflict with those of the Trust.**

- The regulations apply to all Directors and any others in attendance at the meeting, although if a matter is to be voted upon, then only the Directors may vote.
  - The Company Secretary shall only be required to withdraw when the meeting is discussing the pay/contract or disciplinary action against the Company Secretary.
  - Directors have to withdraw when their own appointment, reappointment or removal as a member of the Trust or a committee is under consideration.
  - Any Director who is employed to work at the Trust (other than the Director of Education) must withdraw from a meeting where the pay or performance appraisal of any particular person employed to work at the Trust is under discussion.
  - The Director of Education must withdraw from any meeting where his/her own pay or performance appraisal is under discussion.
- If a person has any pecuniary interest, direct or indirect in any contract, proposed contract or any other matter under discussion at a meeting s/he shall at the meeting disclose the fact and:
    - (a) withdraw from a meeting during the consideration or discussion of the meeting;
    - (b) not vote on any question with respect to that matter.
  - A person has an indirect pecuniary interest if:
    - (a) s/he, or any nominee of hers/his, is a member of a company or other body with which a contract is under consideration or has been made;
    - (b) s/he is a partner in business or in the employment of a person with whom the contract is made or under consideration.
  - A person has a direct or indirect pecuniary interest in a matter if a relative (including a spouse) living with her/him, has a direct or indirect pecuniary interest.