



Trustee and Senior Staff Declaration of interest

1 ALT encourages Trustees and Senior Staff (subject to the terms of senior staff contracts of employment) to have outside interests. The purpose of this document is not to restrict trustees and senior staff from having outside interests. Instead, its purpose is to:

- a) ensure that ALT's decision making takes place with the financial and personal interests of ALT's decision-makers clearly disclosed;
- b) protect trustees and senior staff from unfounded allegations of misconduct or bias.

2 A Trustee or senior member of staff who has any financial interest in the supply of work or goods to or for the purposes of ALT, any contract or proposed contract concerning ALT, or any other matter relating to ALT, or who has any other interest of a description specified by the Central Executive Committee in any matter relating to ALT shall:

- (a) disclose to the Central Executive Committee the nature and extent of his/her interest; and
- (b) if he or she is present at a face-to-face or virtual meeting of the Central Executive Committee or any other ALT committee at which the supply, contract or other matter is to be considered, shall not take part in the consideration or vote on any question with respect to it and shall not be counted in the quorum present at the meeting in relation to a resolution on which he or she is not entitled to vote; and
- (c) withdraw, if present at a meeting of the Central Executive Committee or any of its committees, at which such supply, contract or other matter is to be considered, where required to do so by a majority of the members present without such interests at the meeting.

3 This policy shall not prevent the members of the Central Executive Committee considering and voting upon proposals, despite the fact that members of the Central Executive Committee had interests in the outcome of the decisions, for example:

- a) for ALT to insure trustees against liabilities incurred by them arising out of their

office, and for ALT to obtain such insurance;

- b) to approve policies on normal business arrangements such as the reimbursement of expenses.

4 The Chief Executive shall maintain a Register of Interests of Trustees and Senior Staff in the form prescribed below, and this shall be made available on written notice during normal office hours at the ALT office to any person wishing to inspect it. It shall be a condition of trusteeship and of employment as a senior member of staff that trustees and senior members of staff register their interests, review their entry in the register annually or on request, and update their entry in the register if their interests change or have changed.

Register of interests of Trustees and Senior Staff

I , have read the **Notes** that follow immediately after the form below, and declare the following interests:

My interests:

My spouse/partner's interests:

Interests of members of my family:

<i>Name</i>	<i>Relationship to me</i>	<i>Interests</i>
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Signed:

Date:

Notes on completion of register of interests

1. Senior staff, for the purposes of declaration of interests, are defined as:
 - i. Chief Executive
 - ii. Chief Innovation, Technology and Community Officer
2. Interests to be declared are any financial, business or personal interests which, when publicly known, would or could be perceived as likely to affect your judgement
in relation to any aspect of ALT's business. For guidance you should consider declaring the interests listed below, where there is clear cut linkage or potential linkage between the interest, and ALT's areas of activity, taking account of the fact that the list is indicative rather than prescriptive, and that a sense of proportionality should be maintained when deciding on what to declare. Remember also that what you declare is for you to decide, and that in practice most interests outside of employment (of the kind described below) are unlikely to be perceived as likely to affect your judgement, and would not therefore need to be disclosed.
3. Other members of your family includes father, mother, brother, sister, child, stepchild or grandchild. (Declaration of interests on behalf of family members is optional.)

Financial interests

1. Remunerated employment, office, profession or other activity;
2. Directorship of a company;
3. Shareholdings (greater than 5%) in a company (senior staff must declare all shareholdings);
4. Partnership in a business or professional partnership;
5. Consultancies (whether or not remunerated);
6. Trusteeship of a trust where you or your spouse/partner or a member of your family may be a beneficiary;
7. Gifts or hospitality offered by outside bodies and arising from your position as a trustee or senior member of staff;
8. All known financial interests with ALT, such as provision of goods and services or remuneration for consultancies.

Personal interests

1. Membership of a public body, including:
 - Local Authorities
 - School or College Governing Bodies
 - Funding Councils
 - University Governing Bodies
 - JISC Committees
2. Unremunerated posts, honorary positions and other positions that might give rise to a conflict of interest or of trust.
3. Membership of closed organisations.

Updated: 28 August (CIO transition)