



Code of Practice on the Registration, Declaration and Publication of Interests

Classification	Code of Practice
Version number:	5-00
Status	Approved
Approved by:	Governance and Nominations Committee
Approval date:	14 August 2024
Effective from:	15 August 2024
Next review date:	14 August 2027
Document author:	Governance Officer
Document owner:	Governance Manager
Contact:	Governance

Collaborative provision: Not mandatory

State whether this document is applicable to the University's collaborative partners

Related documents: Anti-Bribery and Corruption (AB&C) Policy; Code of Conduct for Council Members; Gifts and Hospitality Policy; University Standing Orders

University document: Yes

A University document applies across the institution, is approved by a committee of Council or Senate and is held in the University Policy Directory on SharePoint.

Published location: University Policy Directory SharePoint

- The University has adopted the principles of Designing for Diverse Learners, and all policy documents should be written with reference to these principles. Further information is available at the **Designing for diverse learners website**.
- An Equality Impact Assessment (EIA) must be considered for all new and amended policies. Further information is available from the **EIA section of SharePoint**.
- This document is available in alternative formats from **policy@hull.ac.uk**.
- All printed or downloaded versions of this document are classified as uncontrolled

Code of Practice on the Registration, Declaration and Publication of Interests

Table of Contents

1	Introduction.....	3
2	Scope.....	3
3	Definitions.....	3
4	Registration of interests	3
5	Declaration of interests.....	4
6	Publication of interests	4
7	Consequences of non-compliance.....	5
8	Version control	6
9	Appendix A: Designated senior officers.....	7

Code of Practice on the Registration, Declaration and Publication of Interests

1 Introduction

- 1.1 This document sets out the formal requirements relating to the registration and declaration of personal and pecuniary interests, required for the University's annual accounts.

2 Scope

- 2.1 This code applies to all employees, volunteers and members of Council and its committees.
- 2.2 Under the terms of this code, individuals identified in 2.1 are accountable for any personal or pecuniary interests of a close family member which may influence, or be perceived to influence, the decision-making or judgement of said individual.

3 Definitions

- 3.1 A conflict of interest is a situation in which an individual may derive, in actuality or perception, personal benefit from actions or decisions made in their official capacity.
- 3.2 An interest is any personal or pecuniary interest, including the interests of close family members and associates.
- 3.3 For the purpose of this code, A member is any member of Council and its committees or any designated senior officer (see 9.1).
- 3.4 In accordance with The Financial Reporting Standard Applicable in the UK and Republic of Ireland (FRS 102), a close family member is:
- a. an individual's children and spouse or domestic partner;
 - b. children of an individual's spouse or domestic partner; and
 - c. dependants of an individual or an individual's spouse or domestic partner.

4 Registration of interests

- 4.1 Members are required to register any interests upon appointment and review annually thereafter.
- 4.2 Interests are recorded on the register of interests ('the Register').
- 4.3 The Register is:
- a. monitored by the University Secretary and Chief Compliance Officer ('USCCO'); and
 - b. reviewed annually by the Governance and Nominations Committee.
- 4.4 Any significant changes to interests must be made known to the USCCO immediately.
- 4.5 Members are not required to register interests solely through membership of:
- a. the University¹

¹ [Ordinances of the University of Hull](#)

- b. political parties
 - c. trade unions
 - d. charities
 - e. voluntary bodies
 - f. pressure groups
 - g. places of worship
 - h. sports clubs
- 4.6 Directorship, trusteeship or board membership of any organisation identified in 4.2 must be registered, regardless of whether the position is remunerated.
- 4.7 Membership of any learned societies or professional organisations² must be registered, without exception.
- 4.8 Members are required to register any material transactions with a related party that may affect the University's annual financial statements.

5 Declaration of interests

- 5.1 In accordance with the University Standing Orders, members are required to:
- a. declare any interests in matters of business, at the commencement of each committee meeting; and
 - b. withdraw from the meeting while the matter is under consideration.
- 5.2 All relevant committees are required to include on their agenda a standing item for the declaration of interests.

6 Publication of interests

- 6.1 The Register is published on the University website for public inspection.
- 6.2 Consent for publication is sought upon first registration and renewal sought annually thereafter.
- 6.3 Members reserve the right to request their information be withheld from publication.
- 6.4 Requests to withhold publication of interests will only be granted in exceptional circumstances.
- 6.5 Where a register entry is not published, it may nevertheless remain available for public inspection.
- 6.6 It is a requirement of the University, as an exempt charity,³ that certain information is made available on its website. This includes:
- a. the names of all University trustees, to be publishing annually on 31 January; and
 - b. where applicable, a list of all other charities of which each member is also a trustee.

² [Approved learned societies and professional organisations \(List 3\)](#)

³ [Regulatory advice 5: Exempt charities; guidance for higher education providers that are exempt charities](#)

7 Consequences of non-compliance

- 7.1 Failure to adhere to this code may result in disciplinary action, up to and including termination of employment or contractual relationships.
- 7.2 Under the provisions of the Bribery Act 2010, severe penalties may be imposed for individuals and organisations found guilty of bribery. Individuals may face imprisonment and fines, while organisations may be subjected to unlimited fines.

8 Version control

Version	Author	Date approved	Relevant sections
4.2	Governance Manager	17/09/2019	-
5-00	Governance Officer		All sections; appendix added

9 Appendix A: Designated senior officers

9.1 The following are defined as designated senior officers for the purposes of this Code:

- a. All members of the University Leadership Team
- b. All members of staff holding the position of Director or Executive Director
- c. Head of Finance
- d. Head of Procurement
- e. University Librarian