

University of St Andrews

REGISTRATION AND DECLARATION OF INTERESTS

1. INTRODUCTION

It is important that all persons routinely attending meetings of the University Court and Committees (“relevant persons”) take proper account of any conflict of interest which might arise from their University involvement on the one hand and their membership of, or connection with, other bodies outside the University on the other. The following is a set of simple steps which should therefore be followed.

2. REGISTRATION OF INTERESTS

Any relevant person who has a material interest in matters likely to be considered by either the Court or a Committee should register that interest. Such interests should be clearly entered in the appropriate section(s) of the Register of Interests form provided.

3. RELEVANT INTERESTS

Relevant interests in this context include the following:-

- (a) Employment by, or ownership or part-ownership of, businesses or consultancies likely or possibly seeking to do business with the University.
- (b) Directorships, including non-executive directorships of public or private companies likely or possibly seeking to do business with the University.
- (c) Significant (1%+) shareholdings in public and private companies likely to possibly seeking to do business with the University.
- (d) Membership of other bodies, whether public or private organisations, which may impinge directly or indirectly on the business of the University. Only memberships of bodies that have dealings or a relationship with the University or its Subsidiaries need to be disclosed.

4. CONNECTED PERSON

Declaration must be made of any of material relevant interests (see paragraph 3) that a connected person (spouse, partner or close family member) of any relevant person has with a company/body that has dealings with the University or the Universities Subsidiaries. For instance, if a court member’s partner owned a company that sold goods to the University this would be required to be disclosed.

5. THE REGISTER OF INTERESTS

- (a) The Clerk of the Court is responsible for establishing and maintaining a formal Register of Interests and for ensuring its availability for inspection in the Court Office by those obliged to supply information for inclusion in the Register, officers of the Scottish Funding Council and the University's internal and external auditors. The Clerk may, after consultation with the President of the Court, the Principal and the member(s) concerned, also make the Register, or a specific part of the Register, available to others.
- (b) The Register should include details of all directorships and other relevant interests declared by the relevant persons as defined in paragraph 3 above
- (c) The Clerk will ensure that any person newly elected or appointed to the Court or to a Committee is asked to provide the necessary information for the Register of Interests and that, on the 1st October each year, all relevant persons are asked to review their entries in the Register of Interests to ensure its ongoing accuracy.
- (d) Any relevant person whose interests, as defined in paragraph 3 above, change materially at any time during the course of the year should advise the Clerk and request any necessary revision to the Register of Interests.
- (e) The existence and availability of the Register should be noted in the University's Annual Financial Statements. In accordance with FRS 8 it may be deemed necessary to make further disclosures in the Financial Statements. However, no declaration will be made without prior consultation with the individual involved.

6. DECLARATION OF INTERESTS

Any relevant person who has a clear and substantial interest in a matter under consideration by the Court or by the Committee or Sub-Committee should declare that interest at the beginning of any meeting where the matter is to be discussed, whether or not that interest is already recorded in the Register.

University of St Andrews – University Court

REGISTER OF INTERESTS – Declaration Form

The Court has agreed that this form should be completed and updated as necessary, not only by its own members but also by other members of the Principal’s Office and persons routinely attending meetings of University Committees.

NAME:

Relevant interests (as defined in paragraph 3 and 4 of “Register and Declaration of Interests”).

1. Employment by, or ownership or part-ownership of, businesses or consultancies

2. Directorships of companies

3. Significant (1%+) shareholdings in companies

4. Membership of other bodies that have connections to the University

5. Relevant Interests of Connected Persons

SIGNATURE:

DATE: