**OXFORD BROOKES UNIVERSITY**

**Register of Interests Form**

**General**

The purpose of this register is to record the interests of senior staff who hold significant financial responsibility and / or have significant involvement in and knowledge of decision-making. For the purposes of the register the senior staff concerned are:

* the Pro Vice-Chancellors for Education and Research and Global Partnerships
* all Faculty PVC Deans
* the Directors of IT Services, Estates and Facilities Management, Marketing, Recruitment & Engagement, Academic and Student Affairs, Learning Resources, Chief People Officer and Chief Financial Officer
* Deputy Director of Estates (Commercial Services) & Deputy Director of Estates (Large Projects)
* key outward facing roles currently the Director of Research, Innovation & Enterprise, the Director of Procurement and the Heads of International teams in Marketing, Recruitment & Engagement,
* members of the Financial Support Committee
* the Registrar and Chief Operating Officer who shall make a return to the Vice-Chancellor and to the Chair of the Board of Governors
* Head of Secretariat

**Governors are also required to make an annual return and complete this form.**

The register is compiled annually. It is the responsibility of members of senior staff to notify changes in their registerable interests within four weeks of the change occurring. The Head of Secretariat will periodically update the register to take account of such amendments. The register is available for inspection on request to the Clerk to the Board of Governors but is not otherwise published.

**Complaints**

Any complaint of a failure to register interests as specified in the categories of the register should be made in writing to the Clerk to the Board of Governors or, in the case of a complaint about the Clerk to the Board of Governors, to the Chair of the Board of Governors.

**Registerable interests**

Senior staff are required to register interests according to the categories listed below. A registration form covering these categories is supplied to senior staff and must be returned to the Head of Secretariat.

1. **Directorships**

In this section senior staff are required to register any remunerated directorships which they may hold in public or private companies. The requirement extends to directorships which are themselves unremunerated but where the companies in question are associated with or are subsidiaries of a company in which the senior staff member holds a remunerated directorship.

2. **Remunerated employment, office, profession, etc, other than employment by the University**

This is the category for registering outside employment, professions and sources of remuneration not clearly covered elsewhere in the registration form.

3. **Clients**

In this section the senior staff members are required to disclose the names of clients (other than companies or organisations already identified in sections 1 and 2, but including clients of those companies or organisations) for whom they provide services which depend essentially upon or arise out of their employment by the University.

4. **Gifts, benefits and hospitality (UK)**

This section is for the registration of any gift or material advantage received by the member of senior staff or their partner from a United Kingdom source, which in any way relates to employment by the University. Gifts are exempt from registration if less than £100 in value.

5. **Overseas visits**

This section covers overseas visits, made by members of senior staff or their partners, which related to or arise out of employment by the University, where the cost of any such visit has not been wholly borne by the member of staff or by the University.

6. **Overseas benefits and gifts**

The section is subject to the same rules as section 4, but covers gifts and benefits from overseas rather than UK sources.

7. **Registerable shareholdings**

In this section members of staff are required to name any public or private company or other body in which, to their knowledge, they have a beneficial interest in a shareholding having a nominal (ie face) value: (a) greater than one per cent of the issued share capital or the company or body, or (b) less than one per cent of the issued share capital but more than £25,000.

The requirement extends to holdings in which the interest is held by or on behalf of the member of staff’s partner or dependent children.

8. **Miscellaneous**

This is section should be used to register any other interests which do not clearly fall within any of the specific categories but which are relevant to the definition of the Register’s purpose.

9. **Unremunerated interests**

Members of staff are required to list in this section any unremunerated interests which might reasonably be thought by others to influence their actions as members of senior staff.

10. **Interests of partner or close family member**

In this category the member of staff is required to list any interest of a partner or close family member which may be relevant to the member of senior staff’s decision making (including financial) responsibilities.

**OXFORD BROOKES UNIVERSITY**

**Please refer to the Conflicts of Interest Policy before completing this form. Should you have no declared interests under each section then please put N/A in answer to each statement.**

**REGISTER OF INTERESTS DECLARATION FORM**

| **Title** |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Faculty/Directorate** |  |
| **NIL RETURN** |  |

| 1. | Appointments, Offices and Directorships |
| --- | --- |
|  |  |
| 2. | Remunerated employment, office, profession, etc, other than employment by the University |
|  |  |
| 3. | Clients |
|  |  |
| 4. | Gifts, benefits and hospitality (UK) |
|  |  |
| 5. | Overseas visits |
|  |  |
| 6. | Overseas benefits and gifts |
|  |  |
| 7. | Registerable shareholdings |
|  |  |
| 8. | Miscellaneous |
|  |  |
| 9. | Unremunerated interests |
|  |  |
| 10. | Interests of partner or close family member |
|  |  |

| **DECLARATION** | |
| --- | --- |
| 1. To the best of my knowledge this is a full statement of my relevant interests at the date given below 2. I undertake immediately to inform the Head of Secretariat of any necessary additions or alterations to the statement 3. I understand that the information will be processed in accordance with the Data Protection Act 2018. | |
| **Signature** |  |
| **Date** |  |

Please complete and return this form electronically as soon as possible to the Head of Secretariat ([vco-secretariat@brookes.ac.uk](mailto:vco-secretariat@brookes.ac.uk)).