**STAFF REGISTER OF INTERESTS 2023-2024**

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| **DECLARATION OF INTERESTS FORM FOR STAFF WITH BUDGETARY AUTHORITY OR INFLUENCE OVER BUSINESS/PROCUREMENT DECISIONS YEAR 2023-2024** |

All members of staff with budgetary responsibility or influence over business/procurement decisions on behalf of the University are required under the University’s Financial Regulations to declare all their interests which could bring them into conflict with their role in the University. **A ‘Nil’ return should be made if you have no such interests to declare.** The information provided will be held by the Governance Office as a single Register and shared with appropriate offices within the University, including the Procurement Unit. Entries will be referred to members of staff annually for amendment. Members of staff are asked to notify the Governance Office of *substantive* changes in their Registration as soon as they occur, rather than wait for the annual amendment.

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| **REGISTER ENTRY** |
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| **Staff Member's Name** :  |  |
|  **Position/Job Title** : |  |
| **Department/Division/Unit :**  |  |

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| **Declared Interests** |
| **Organisation**(i.e. Name of company, School etc) | **Nature of Interest**(e.g. Governor, Board Member, Consultant etc) | **Personal (P) or Close Relative or Partner (CR)**(i.e. Is the interest yours personally, or that of a close relative or partner?) | **Financial - select category:**Personal Financial Gain (PF)Financial Gain of CR (F)Non-Financial (NF) |
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**OR TICK/CROSS THE BOX BELOW TO SUBMIT A ‘NIL’ RETURN**

**I have read the University’s *Registration and Declaration of Interests Policy* and have no interests to declare**

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If you are involved in the procurement of goods and services and can make or influence a procurement decision, please summarise all areas of activity in the box below:

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| *For example:*  | *Head of Academic Department - Purchase of equipment* |
|  | *Director of Finance - Appointment of Bankers; financial advisors; Internal and External Auditors* |
|  | *Director of Estates - Appointment of building contractors and facilities management providers* |
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| **Gifts and Hospitality** |

The University’s Gifts and Hospitality Policy requires gifts, over £50, which have been declined and offers of hospitality outside of the normal business context to be reported to the Chief Financial Officer in the year. If, due to oversight, you have not notified the Chief Financial Officer of any such occurrences please list these below:

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**DECLARATION FORM FOR EXTERNAL PAID ACTIVITIES**

The University Paid External Activities Policy can be found [here](https://uniofleicester.sharepoint.com/sites/staff/research-enterprise-support/research-support/SitePages/Paid-External-Activities-Policy.aspx). I have read and understood the policy and declared any paid external activities

**DECLARATION FORM FOR CONSULTANCY WORK**

The University Consultancy Policy can be found [here](https://uniofleicester.sharepoint.com/sites/staff/research-enterprise-support/research-support/SitePages/Consultancy.aspx). I have read and understood the policy and declared any

consultancy work

**I HAVE MADE MY LINE MANAGER AWARE OF THE DECLARATIONS DETAILED**

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| **Signature/Type Name :**  |  |

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| **Date :**  |  |

**N.B. IN THE CASE OF A ‘NIL RETURN’ (I.E. YOU HAVE NO INTERESTS TO DECLARE) YOU SHOULD COMPLETE THE BOX AT THE BOTTOM OF PAGE 1, DATE AND SIGN/PRINT YOUR NAME ABOVE AND RETURN THE FORM TO US. IF YOU ARE NOT ABLE TO SIGN ELECTRONICALLY, PLEASE PRINT YOUR NAME ABOVE, AND RETURN THE FORM BY EMAIL SO THAT WE HAVE AN AUDIT TRAIL OF COMPLETED DECLARATIONS.**