

FIT AND PROPER PERSONS DECLARATION FORM 2018-19

The 2010 Finance Act introduced the concept of 'Fit and Proper Persons' status for charity trustees and managers. It is now regarded as good practice to require charity trustees and managers to make a formal declaration that they are fit and proper persons to ensure that charitable funds are used only for charitable purposes. The Office for Students also makes specific reference to fit and proper indicators under its regulatory framework for higher education providers.

In accordance with the above, the University requires all members of Council and the University Leadership Team to complete and sign this Fit and Proper Persons Declaration Form. A new form will need to be completed and signed annually for the duration of each individual's time in office. Each individual's signed form(s) will be retained by the University for a period of four years beyond the date at which they cease to be a member of Council and/or the University Leadership Team.

Please see overleaf for a list of the individuals who need to submit this Declaration Form for 2018-19:

FULL NAME:

ROLE ie Council Member (Trustee) or Manager:

I DECLARE* THAT:

- I have not been convicted of an offence involving deception or dishonesty (or any such conviction is legally regarded as spent)
- I have not been involved in tax fraud or other fraudulent behaviour including misrepresentation and/or identity theft
- I have not been actively involved in designing and/or promoting tax avoidance schemes featuring charitable reliefs or which used a charity
- I am not an undischarged bankrupt
- I have not made compositions or arrangements with my creditors from which I have not been discharged
- I have not been disqualified from serving as a company director
- I have not been removed from serving as a charity trustee, or been stopped from acting in a management position within a charity
- I am not currently the subject of any relevant professional disciplinary procedures, such as those of the Law Society or Institute of Chartered Accountants

and (new for 2018-19)

- I have not been a senior manager, governor, trustee or shareholder with a higher education provider that has had its registration refused or revoked by the OfS or an equivalent regulator

SIGNED:

DATE:

*If you need to disclose any additional information in relation to any of the declarations on this form please make a suitable amendment – eg by crossing out the relevant bullet point on the list above – and provide further details in the space overleaf before signing and returning the form. The University will then decide what to do with this additional information.

DISCLOSURE OF ANY ADDITIONAL INFORMATION (IF APPLICABLE):

INDIVIDUALS WHO NEED TO SUBMIT A FIT AND PROPER PERSONS DECLARATION FORM FOR 2018-19:

Council Members (Trustees)

Janet Arthur
Paul Boyle
Edmund Burke
Sarah Davies
Gary Dixon
Sandra Dudley
Mehmooda Duke
Cathy Ellis
Janet Finch
Martin Hindle
Ian Johnson
Anil Majithia
Azam Mamujee
Amy Moran
Andrew Morgan
Paul O'Brien
Stephanie Osborn
John Schwabe
Vijay Sharma
Carole Thorogood
Bridget Towle

Total: 21

ULT Members not on Council (Managers)

Philip Baker
Kate Bradley
Iain Gillespie
David Hall
Kerry Law (from 1 January 2019)
Henrietta O'Connor
Paul Monks
Martyn Riddleston
Jon Scott

Total: 9