|  |  |
| --- | --- |
| cid:image001.gif@01D1073F.4F98C0C0 | **REGISTER OF INTERESTS – YEAR 2017-2018****REGISTER OF INTERESTS FORM FOR STAFF WITH BUDGETARY AUTHORITY OR INFLUENCE OVER BUSINESS/PROCUREMENT DECISIONS** |

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.

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

|  |
| --- |
| **Declared Interests** |
| **Nature of Interest**(e.g. Governor, Board Member, Consultant etc) | **Organisation**(i.e. Name of company, School etc) | **Financial (F) or****Non**-**Financial (NF)?** | **Personal(P)/****Close Relative or Partner (CR)?**(Is the interest yours personally, or that of a close relative or partner?) |
|  |  |  |  |

**OR TICK/CROSS 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** 

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:

|  |
| --- |
|  |
| *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* |
|  |  |

|  |
| --- |
| **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 Director of Finance in the year. If, due to oversight, you have not notified the Director of Finance of any such occurrences please list these below:

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Date :**  |  |

**NB IN THE CASE OF A ‘NIL RETURN’ (I.E. YOU HAVE NO INTERESTS TO DECLARE) YOU MUST COMPLETE THE BOX AT THE BOTTOM OF PAGE 1 AND RETURN THE FORM TO US.**