

**ANNEX B****Southampton Solent University****Register of Senior Managers' Interests [Note 3]**

<b>Name</b>	
<b>Career details [Note 4]</b>	
<b>Relevant interests [Note 5]</b>	
<ul style="list-style-type: none"> <li>i. <b>Consultancy</b></li>   <li>ii. <b>Directorships of companies, trusteeships of charities, or governorships</b></li>   <li>iii. <b>Shares/interests (including those held by close relatives*) greater than 3% of equity in companies</b></li>   <li>iv. <b>Contracts with the University</b></li>   <li>v. <b>Memberships of societies and organisations</b></li>   <li>vi. <b>Personal or family relationships within the University</b></li> </ul>	
<b>Additional information</b>	
<i>A senior manager should declare any matter likely to represent a conflict of interest with their role at the University at any time, not simply when asked to complete this Register of Interests form.</i>	

<b>Job Title</b>	
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* See Guidance Notes on the reverse of this form

**GUIDANCE NOTES****Why we need to record your interests**

1. It is central to the proper conduct of public business that a member of the senior management team should act, and be perceived to act, impartially and not be influenced in their role as a senior manager by social or business relationships. Good practice requires that any senior manager who has a pecuniary, family or other personal interest in any matter under discussion at any meeting of the senior management team or one of its committees at which he/she is present will, as soon as practicable, disclose the fact of his/her interest to the meeting and withdraw from that part of the meeting. A senior manager is not, however, considered to have a pecuniary interest in matters under discussion merely because he/she is a member of the University. Nor does the restriction of involvement in matters of direct personal or pecuniary interest prevent members of the senior management team from considering and voting on proposals to insure the University against liabilities which it might incur.
2. Once appointed, a member of the senior management team owes a fiduciary duty to the University not to act in any way that will put their duty as a senior manager in conflict with another duty.

This duty can be summarised as follows:

- The no-conflict rule - a senior manager must not place him/herself in a position where his/her own interests conflict with those of the University;
- The no-profit rule - a senior manager must not profit from his/her position at the expense of the University;
- The undivided loyalty rule - a senior manager must not place him/herself in a position where his/her duty to another conflicts with his/her duty to the University;
- The duty of confidentiality - a senior manager must use information obtained in confidence from the University, ie as an officer of the University in attendance at the Board of Governors, for the benefit only of the University.

**What we are asking you to do**

3. Senior managers are required to complete all sections of the form. 'Not applicable' should be used where this is appropriate.
4. Each senior manager should provide the title of the position; the name of the organisation; and the start and end dates of each remunerated position held during the last ten years.
5. Each senior manager should provide information, or indicate 'Not Applicable', using the headings below
  - i. consultancy
  - ii. directorships of companies, trusteeships of charities, or governorships
  - iii. shares/interests (including those held by close relatives\*) greater than 3% of equity in companies
  - iv. contracts with the University\*\*
  - v. memberships of societies and organisations
  - vi. personal or family relationships within the University.

\* for the purposes of the Register of Interests, 'close relative' is defined as spouse/partner, offspring, parents or siblings

\*\* contracts between the University and a company from which a member of the Senior Management Team derives employment or is a director or in which a senior manager has a financial interest as defined in iii. above