**OXFORD BROOKES UNIVERSITY**

**Register of the Interests of Senior Staff**

**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 Student and Staff Experience and Research and Global Partnerships
* all Faculty PVC Deans
* the Directors of IT Services, HR, Finance and Legal Services, Estates and Facilities Management, Marketing and Communications, Academic and Student Affairs, Learning Resources, Strategic Change and Planning
* key outward facing roles currently the Commercial and Knowledge Exchange Director, the Director of Procurement and the Director of International Student Recruitment
* members of the financial aid 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

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 Clerk to the Board of Governors 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 Clerk to the Board of Governors.

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**

**REGISTER OF SENIOR STAFF’S INTERESTS**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |   |
| **Faculty/Directorate** |   |

The following interests have been registered as at

|  |  |
| --- | --- |
| 1. | 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 |
|  |  |

I confirm that the above declaration is complete and correct to the best of my knowledge and belief.

Signature Date

The information provided will be processed in accordance with the Data Protection Act. Oxford Brookes University will not use information provided on this form for any other purpose than the Register.

Please return this form as soon as possible to Tracey Dyer tdyer@brookes.ac.uk