

## Register of Business Interest

Kent's Scheme for Financing Schools states:

'The governing body of each school is required to keep a register of business interests. The register must list for each member of the governing body, the headteacher and any member of school staff involved in purchasing decisions any business interests they or any member of their immediate family have. The governing body are required to keep the register up to date with notification of changes and through annual review of entries, and to make the register available for inspection by the authority, governors, staff and parents. The register is formed from the Business Interest Forms, completed, signed and dated every 12 months by the individuals themselves.

Anybody with a business interest should not participate in discussions relating to those interests.'

The Register of Business Interests should be used to identify any business, commercial, financial interests they have which might give rise to a potential conflict of interest. For example: that they, or a close friend, or relative, are an owner, director, or employee of a supplier to the school.

Potential conflicts of interest might conceivably extend to other situations; such as if a relationship existed between two people where one could influence the appointment, advancement, or pay of another.

Essentially all staff should consider whether they have any interests (or relationships) which could in some circumstances lead to suggestions that their objectivity and integrity is compromised, and record these confidentially for consideration by the Headteacher and governors.

Any interest or relationship need be described in no more detail than is necessary to make clear in what circumstances an individual's position might be compromised. For example:

*I am an employee of XYZ Ltd – a likely supplier or contractor to the school.'*  
*My brother-in-law is a Supply Teacher – who may be engaged by the school.'*

What action should be taken in response to a declared interest or relationship?

The Headteacher and/or Chair of Governors should make arrangements to avoid a conflict of interest arising.

Declaration of Business Interests for Staff			
School Name		DfE number	
Staff Name			
Date of Entry		Date of Annual Review	
Description of Interest			
Signature		Date	