

PECUNIARY INTEREST POLICY FOR ABINGDON LEARNING TRUST

1, Introduction

The public is entitled to expect the highest standards of conduct from all employees, Governors and Trustees of ALT. They are required to disclose to the Headteacher the interests set out below within 28 days of the interest becoming apparent.

2. Register of Disclosure of Pecuniary Interests

2.1 Relationships with Contractors and Suppliers of Goods and Services

Award of orders and contracts

Employees, Governors and Trustees who are responsible for the award of orders and contracts should make known, in writing, to the Chief Executive Officer (CEO) all relationships of a business or private nature that they have with contractors and other suppliers of goods and services. An explanation as to the exact nature of the relationship should be made and whether or not the company or business has in the past or currently supplies goods or services to ALT or has a contract with ALT or has previously had a contract with ALT.

Relationships in a private or domestic capacity

Employees, Governors and Trustees who engage or supervise contractors or have any other official relationship with contractors and/or have had, or currently have, a relationship in a private or domestic capacity with contractors (or their senior staff) should make this known to the CEO.

2.2 Personal Interests

Conflict of interests

Employees, Governors and Trustees must declare in writing to the CEO any financial or non-financial interests which could reasonably be considered to conflict with ALT's interests.

3. Procedures

The CEO is responsible for ensuring:

- that Employees, Governors and Trustees (including temporary employees) are regularly advised of the need to make declarations of pecuniary interest.

- that Employees, Governors and Trustees complete the official declaration form (Appendix 2) at the start of each school year and personally print and sign their name on the declaration. Guidance on completion of the form is set out at Appendix 1.
- that the Register is kept up to date.
- that the Board of Trustees for ALT is advised annually that the Register is up to date and of the name of the keeper of the Register.

Ongoing disclosures must be submitted in every return, even if they have been previously disclosed. The Register is a living document and the previous returns form part of the Register. The returns must be kept for seven years.

The Register must be accessible for viewing during office hours by the following:
CEO, Headteacher(s), Chair of Trustees, Chief Financial Officer, External Auditors and Internal Officer.

Any request by a member of the public to view the Register of Disclosure of Interests will be referred to the CEO. In considering any request, he/she will balance the requirement for the School to be open and transparent against the requirements of the Data Protection Act 1998 and of Article 8 of the Human Rights Act, and reach a judgment in each specific case.

Review of this policy

The Board of Trustees for ALT through its Finance Committee review this policy every three years. It may however review this policy earlier than this if the government produces new regulations, or if it receives recommendations on how this policy might be improved.

Approved by Finance Committee of the Board of Trustees of ALT on 11 July 2017.

Signed: (Chair of Trustees)

Signed : (Chief Executive Officer)

Date for Review: July 2020

Appendix 1

Abingdon Learning Trust

DECLARATION OF PECUNIARY INTERESTS

Notes for Guidance to help you decide if you need to declare an interest

There is a legal requirement for the Trust to maintain a Register of Pecuniary Interests. In declaring any interests you have, you are protecting yourself from any false accusation of bias or corruption.

*In considering whether you have an interest, you should ask yourself whether a member of public, knowing the facts of the situation, could reasonably think that a relationship or interest you have, might conflict with the interests of the School. The list below is not exhaustive and **it is also important to note that you may not always need to declare an interest.** For example, the answer to one of the questions below may be “yes”, but the relationship or connection does not impinge on the type of work you do, so you may not need to declare an interest. Conversely, there may be other circumstances not listed below where you do need to declare an interest. If in doubt, please speak to the Chief Financial Officer in the first instance.*

Think about the following questions:

- Are you related to a county or district councillor?
- Are you a member of a parish, town or community council? Are you related to a member?
- Are you a Trustee of Abingdon Learning Trust or related to a Trustee of Abingdon Learning Trust?
- Are you a partner, company secretary or non-executive chairman of a company which does business with the Trust?
- Are you employed by a body which carries out work for the Trust, or were you recently so employed, or are you related to someone who is so employed?
- Do you do part-time or occasional work for a company which undertakes work for the Trust or which competes with the Trust for work?
- Are you undertaking any business ventures in your own time that could conflict with the Trust's interests?
- Are you related to or friends with anyone who tenders for work from the Trust?

Appendix 2
Abingdon Learning Trust

Name of Director or Member of Staff

Name of Business	Nature of Business	Nature of Interest	Date of Appointment or Acquisition	Date of Cessation of Interest

I certify that I have declared all beneficial interests which I or any person closely connected with me have with businesses or other organisations which may have dealings with the school.

Signed Date