Register of Business Interests Policy

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Flying High Partnership

This document consists of:
- Trust Policy on registering business interests and trading with connected parties
- Template for registering individual's business interests, for completion for each relevant individual (Appendix 1)

1. Background

1.1 The Flying High Trust Board of Trustees recognises the need to demonstrate that members, trustees and staff of the Trust, and staff and governors of the Trust's schools do not derive any personal or business benefit from decisions they make as representatives of the Trust. Involvement in decision-making processes must be seen to be selfless and objective, and this imposes an obligation to be fair, honest and free from conflict of interests.

1.2 The members, trustees, staff and governors are committed to acting with integrity, objectivity and honesty in the best interests of the Trust and to being open about the decisions they make and the actions they take and, in particular, shall be prepared to explain their decisions and actions to interested persons.

2. Scope

2.1 In line with the mandatory guidance in the EFA Academies Financial Handbook, it is the Trust's policy to establish and maintain a register of business interests for all members, trustees, governors, staff in the core Trust, the Senior Leadership team and those that can influence financial decisions in each academy. To avoid repetition within this document, the phrase 'Relevant Individuals' is used to include all members, trustees, governors, staff in the core Trust, the Senior Leadership team and those that can influence financial decisions in each academy.

2.2 The register will enable Relevant Individuals to demonstrate that in spending public money they do not benefit personally from the decisions that they make and are acting with integrity and openness in accordance with the seven principles of public life, namely: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

2.3 The general principle is that no-one should be involved in a decision where his or her personal interests may conflict with those of the Trust, Board, school or local governing body. The personal or business interest may be direct or indirect, actual or perceived. An interest can also relate to a disadvantage as well as an advantage.

2.4 Interests will include, if appropriate, the company by whom an individual is employed, directorships, partnerships, significant shareholdings or other appointments of influence within a business or other organisation which may have dealings with the school. They may also include trusteeships and governorships including those at other educational institutions and charities, irrespective of whether there is a trading relationship with the Flying High Trust. Interests include an individual's own interest and those of any member of their immediate family (including partners) or other individuals known to them who may exert influence.

3. Declaration of Interests

3.1 Relevant Individuals will declare any such interest as soon as it is known by completing the 'Declaration of Business Interest form' at Appendix 1 without delay. They will also be asked to complete the form upon appointment and thereafter on an annual basis.

3.2 If the individual has nothing to declare then he/she should still complete a 'Nil' return. All forms must be signed and dated.

3.3 The maintenance of the register does not remove the requirement upon any individual to disclose orally any interest at any specific meeting and, if appropriate, to leave the meeting for that agenda item.

4. Maintaining the Register

4.1 The Trust and individual schools will maintain a register of business interests and a copy of these will be kept at each site. The register must be available for inspection upon request. The form states that the declaration will be included in the register and will be available for any inspection.

4.2 The responsibilities for maintaining the register of business interests are outlined below:

Register of Business Interests	**Responsible**
• Members • Trustees • Trust core staff	Director of Business and Finance
• Individual academies	School Business Manager (or equivalent)

4.2 Individual academies are responsible for providing the Director of Business and Finance with a copy of their business interest register on at least an annual basis. Where Relevant Individuals are appointed after the annual update of the register, a copy of the completed form should be forwarded to the Director of Business and Finance as soon as possible.

4.3 It is the individual's responsibility to notify the Trust (via the Director of Business & Finance or School Business Manager) of any relevant changes in their circumstances. Additionally all individuals will be required to confirm the accuracy of the register entry annually.

4.4 In accordance with the EFA Academies Financial Handbook (section 3.1.19) the Trust will publish on its website relevant business interests of members and directors.

4.5 The Director of Business and Finance will notify those involved in the procurement of goods, services and supplies for the Trust of relevant business interests. It remains the responsibility of these individuals to ensure act in accordance with this policy, in particular the requirements relating to trading with connected parties, when entering into any agreement to procure goods, services or supplies.

5. Trading with connected parties

5.1 In accordance with the EFA Academies Financial handbook (section 3.2), the Trust **must** pay no more than 'cost' for goods or services provided to it by the following persons:

- any member or director of the Trust; and
- any individual or organisation connected to a member or director of the Trust.

5.2 For these purposes the following persons are connected to a member or director:

- a relative of the Relevant Individual. A relative is defined as a close member of the family, or member of the same household, who may be expected to influence, or be influenced by, the person. This includes, but may not be limited to, a child, parent, spouse or civil partner;
- an individual or organisation carrying on business in partnership with the Relevant Individual or a relative of the Relevant Individual;
- a company in which a Relevant Individual or the relative of a Relevant Individual (taken separately or together), holds more than 20% of the share capital or is entitled to exercise more than 20% of the voting power at any general meeting of that company;
- an organisation which is controlled by a Relevant Individual or the relative of a Relevant Individual (acting separately or together). For these purposes an organisation is controlled by an individual or organisation if that individual or organisation is able to secure that the affairs of the body are conducted in accordance with the individual's or organisation's wishes;
- any individual or organisation that is given the right under the Trust's articles of association to appoint a member or director; or any body related to such an individual or organisation;
- any individual or organisation recognised by the Secretary of State as a sponsor of the Trust; or any body related to such individual or organisation.

5.3 The 'at cost' requirement applies to contracts for goods and services from a connected party:

- Agreed by the Trust on or after 7 November 2013; and
- Exceeding £2,500, cumulatively, in any one financial year of the Trust.

5.4 For these purposes, where a contract takes the Trust's cumulative annual total with the connected party beyond £2,500, the element above £2,500 must be at no more than cost.

5.5 The 'at cost' requirement does not apply to the Trust's employees unless they are also one of the parties described in section 3.1.

5.6 The Trust must ensure that any agreement with an individual or organisation referred to in section 3.1 is made in accordance with the requirements of the Academies Financial Handbook. Any such agreements should be referred to the Director of Business and Finance before being entered into.