

4. A member of Council shall make a disclosure of a conflict of interest situation, whether actual or potential, either to the Clerk to Council or as relevant items arise during a meeting.
5. Council and committee agendas will have a standing item as the first item on the agenda for members of Council or staff attending a meeting to declare an interest on any item.
6. Members of Council or staff attending a meeting may be asked to withdraw or not participate in discussions and/or decisions where they have declared an interest.

Conflict of interest for members of staff

7. A conflict of interest exists when there is a divergence between a member of staff's personal interests and his or her professional obligations to the College.
8. Members of staff shall seek to avoid conflict of interest situations.
9. Members of staff shall make full, timely and ongoing disclosure of a conflict of interest or a potential conflict of interest to their line manager, to the manager responsible for the situation that has arisen, or the Clerk to Council. The manager or Clerk shall consult as appropriate with the relevant Directorate member or the Chairman of Council on how to manage the conflict, in line with this policy.
10. The College may determine that the activity which constitutes the conflict of interest will be permitted and may impose such terms and conditions as it determines are appropriate.
11. The existence of an actual or potential conflict of interest does not preclude the involvement of the member of staff in the situation where the conflict has arisen or may arise, but it does mean that the conflict must be disclosed as soon as possible and resolved in conjunction with the person to whom the member of staff reports or to that person or persons

Deputy Director
Kevin Porter
October 2020

Policy reviewed by
Nominations Committee
October 2020

Approved by
Council
25 November 2020