# Declaration of Outside Interests

This process applies to employees and honorary appointment holders.

Individuals should complete this form and refer to the guidance below and the following documents:

* Swansea University’s [Policy on Conflicts of Interest in Research, Consultancy and IP Commercialisation Activities.](https://staff.swansea.ac.uk/media/ConflictsPolicy-090621.pdf)
* Swansea University’s [Declarations & Conflicts of Interests Procedure & Guidelines](https://staff.swansea.ac.uk/media/Declarations-and-Conflict-of-Interest-Procedure.pdf)

Definition of Outside Interests  
Outside interests can be broadly defined as activities undertaken wholly or partly outside the role with the University (other than in the normal course of contractual duties including any contractual duty to undertake and publish research), whether remuneration is received or not, which might lead to a conflict between the interests of the University and those of the individual concerned.

Early DeclarationWhere an individual in the discharge of University duties becomes involved in discussions or negotiations concerning matters in which they have a personal interest, it is especially important that such interest is declared to the University at the outset of this involvement.

Completion of Form of DeclarationThe form must be completed even when a nil return is appropriate. The Human Resources Business Partnering Team will send this to each new individual appointed during the course of the year, to accompany the letter of appointment. Any changes which arise during the course of the year must be reported to the relevant Authorising Officer via the ABW on line declaration process. From time to time, existing members may be asked to complete a new entry for the register.

Interests Exempt from Declaration

Where colleagues also hold a substantive role with a Health Board, or where NHS colleagues hold an honorary contract with the University, the NHS role does not need to be declared as an outside interest unless you have grounds to think there is a conflict. Any other outside interests should be declared in the usual way.

Register of InterestsA register of interests will be compiled by the Registrar and Chief Operating Officer, and will be available for inspection on request.

NegligenceThe University will not in any circumstances be liable for any negligent outcome arising from an individual outside activities for which permission has been granted, whether remuneration has been received or not. A disclaimer to this effect is included on the form.

Use of University name and addressIndividuals are reminded that the use of the University’s name and address in any documents used in conjunction with outside activities is expressly forbidden without any prior written approval of the Registrar and Chief Operating Officer.

Paid Outside WorkMembers of the academic staff are reminded of financial regulation D10 about seeking the written consent of the Head of College or, in the case of senior staff the Vice-Chancellor, if they wish to take up private consultancy work or other paid work. Once permission has been obtained for such activities, a member of staff should ensure that such commitments are entered on his/her declaration of interests form.

# Declaration of Outside Interests – Form

* This form is to be used for notifications of potential conflict of interest.
* Please note, where colleagues also hold a substantive role with a Health Board, or where NHS colleagues hold an honorary contract with the University, the NHS role does not need to be declared as an outside interest unless you have grounds to think there is a conflict. Any other outside interests should be declared in the usual way.
* Notifications will be updated on the University ABW system against employee / individual records and will remain live unless the University is informed that the association no longer exists.
* The completed form should be sent to the HR Business Partnering Team

| Name: | Click or tap here to enter text. | Faculty / PSU: | Click or tap here to enter text. |
| --- | --- | --- | --- |
| Staff no: | Click or tap here to enter text. | Job Title: | Click or tap here to enter text. |

|  |  | Employee | Spouse/Partner, Children or other Close Relatives | Dates (From/To) |
| --- | --- | --- | --- | --- |
| 1. | **Employment or Business**  Name of employer or businessand nature of work or business | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 2. | **Directorships, Partnerships**  Name of employer or businessand nature of work of business | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 3. | **Shareholdings**  Name of company and nature of business, except where holding is less than 1% of the shares of the company and excluding Unit Trust holdings. *Note: Size of holding need* ***not*** *be stated* | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 4. | **External Examiner & Reciprocal Arrangements**  Details of any External Examiner and other duties being undertaken for other Institutions | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 5. | **Personal Consultancy**  Number of total days spent on consultancy services | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 6. | **University Spin Out**  Name of Spin Out Company, nature of work or business and detail of role/shareholding | Click or tap here to enter text. | Click or tap here to enter text. | S |
| 7. | **Interest in Land or Property**  Address or description of property or land within one half mile of any property owned by Swansea University and nature or interest. Includes interest as freeholder or leaseholder *(for a lease of 12 months or more)* in land or property as an option holder or prospective purchase, but excludes land or property used solely as a dwelling house for the member’s occupation | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| 8. | **Other**  Details of other interests which are felt to be relevant e.g. memberships of associations, societies, cooperative movements; trusteeships or any other similar kind of special relationship; kinship or close family relationship with anyone likely to have direct interests in matters within the purview of Swansea University, retainers, consultancies and sponsorships on behalf of any body or person(s) | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

|  |  |  |  |
| --- | --- | --- | --- |
| Declarant signature: |  | Date: |  |
| Print name: |  | | |

Decision of Authorising Officer:

|  |  |
| --- | --- |
|  | No Conflict. The individual is permitted to continue with the activity |
|  | The activity continues, but other parties are informed of possible conflict **(see notes**) |
|  | The activity is altered to avoid the possible conflict of interest **(see notes)** |
|  | The individual is advised to withdraw from the activity **(see notes)** |

|  |  |  |  |
| --- | --- | --- | --- |
| Authorising Officer: |  | Date: |  |
| Print name: |  | | |

# Meeting notes (where required)

| Date: | Click or tap to enter a date. |
| --- | --- |
| Attendees: | Click or tap here to enter text. |
| Outline of Potential Conflict of Interest: | Click or tap here to enter text. |
| Can the Conflict be Negated / Mitigated: | Choose an item. |
| If “YES”, how: | Click or tap here to enter text. |
| Summary of Agreed Actions: | Click or tap here to enter text. |

Procedure:

* The completed form should be returned to the relevant HR Business Partnering contact, who will make an initial assessment.
* If there are no conflicts or the declaration is returned with no external activity, the HR Business Partnering team will upload the declaration on to prospective employee’s / individual ABW record.
* If concerns or queries relating to any potential conflict are noted, the HR Business Partner (or a nominated person) will refer the declaration to the relevant Authorising Officer, who will be required to clarify whether there is a, actual, perceived, or potential conflict

Where potential conflict arises, there are a number of possible outcomes:

* The activity is amended to address the potential conflict
* the member of staff stands down and ceases the external activity
* The offer of appointment will be withdrawn / the University’s Conduct Procedure will be initiated to consider the case and options for resolution