From: Keith Lampard

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Date: 1 September 2016

To: Heads of Academic Schools and Professional Service Departments

Subject: Register of Interests in 2016/2017

I should be grateful if you would draw this matter to the attention of staff in your School/Department.

Acting in accordance with the Higher Education Code of Governance and HEFCE Audit requirements, the University Council has established a Register of Interests for members of Council and for all staff. It is at the discretion of individual members of staff what, if any, interests they declare. It should be noted, however, that declaration provides a protection for the University and individuals against any possible allegations of impropriety.

For the purposes of the Register an interest is defined to be any financial or other personal interest an individual may have in any relationship or proposed relationship between the University and an external body. This would include consultancy, employment, directorship or other activity within a commercial concern, shareholding, or membership of statutory and public authorities. Other education establishments and companies with which the University has an actual or potential business relationship should also be included.

The following documents can be accessed on the Council Secretariat website at https://www.kent.ac.uk/governance/register-of-interests/Declaration-of-Interests-Policy.html.

1. Policy on Disclosure of Interest
2. Policy on Personal Benefit
3. Declaration Form for University Staff

All staff are invited to submit new or updated declarations for incorporation in the 2016/2017 Register. Such declarations should be sent to me, as Secretary of the Council, at any time, but it would be helpful if declarations could be returned to my Office by the end of October so the new Register can be compiled on 3rd November 2016. Any subsequent updates during 2016/2017 may be sent to me at the appropriate time in 2016/2017.

I will be pleased to provide confidential advice to any member of staff on this matter.

Dr Keith Lampard
Secretary of the Council