

POLICY TYPE: PRESCRIBED
ACTION: FOR SCHOOL ADOPTION

Approval Body: SDBEMAT BOARD
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**Southwark Diocesan
Board of Education
Multi-Academy Trust**
Developing Church of England Education

FINANCE POLICY HANDBOOK

BUSINESS & PECUNIARY INTERESTS - GUIDANCE & DECLARATION FORM

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1. REGISTER OF BUSINESS INTERESTS

The Education & Skills Funding Agency and the Audit Code require the Southwark Diocesan Multi-Academy Trust (SDBE MAT) to maintain a register of Business Interests for all Key Personnel in positions of influence together with any Related Party to the individual.

Note to Governors/Directors

In addition to completing this form at the start of the year, you should update the Clerk/Company Secretary if information changes throughout the year and continue to declare any business interests relating to agenda items in the normal way at the start of any LGB/Board meeting.

2. KEY PERSONNEL

The following are deemed to be Key Personnel:

- 2.1. Members (all);
- 2.2. Trustees / Board of Directors (all);
- 2.3. Key Management Staff;
- 2.4. Local Governing Body (all);
- 2.5. Schools SLT Members
- 2.6. Finance Staff (at head-office and in individual Academies).

3. RELATED PARTY RELATIONSHIPS INCLUDING CONNECTED ENTITIES

We require a full list of related parties (as defined below). However, you may claim an exemption from providing this information in respect of family members where there is no likelihood of them being involved in a transaction with the SDBE MAT.

You only need to declare a related party benefit if one exists.

4. A RELATED PARTY IS:

- 4.1. 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 is not limited to, a child, parent, spouse or civil partner
- 4.2. An individual or organisation carrying on business in partnership with the key personnel or a relative of the key personnel
- 4.3. This is required in order that anyone involved in spending public money is able to demonstrate that they or their related party does not benefit personally from decisions that are made.
- 4.4. Similarly, a related party must also avoid practices such as obtaining goods and services for their private gain from suppliers connected with the SDBE MAT whether or not such goods and services are paid from grant funds.

5. A CONNECTED ENTITY IS:

- 5.1. A company in which the key personnel or a relative of the key personnel (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 (e.g. where a committee member has a controlling interest in any other company, that company is a Connected Entity of the Trust and Academies included within the group).
- 5.2. An organisation which is controlled by the key personnel or a relative of the key personnel (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

6. WHAT MUST BE DECLARED FOR ALL KEY PERSONNEL, RELATED PARTIES AND CONNECTED ENTITIES:

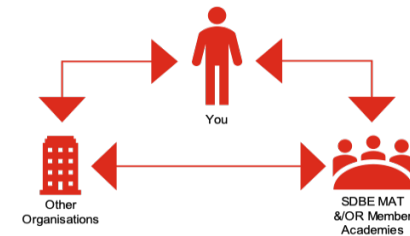
- 6.1. Directorships, partnerships and employments with any businesses
- 6.2. Trusteeships and governorships at other educational institutions and charities
- 6.3. Employment of related parties within the SDBE MAT or any of its academies. Where related parties of key personnel are employed within the SDBE MAT, they need to be declared on the form, however, staff members' contracts of employment and their value need not be declared.
- 6.4. Contractors who are deemed Key Personnel need to declare payments by the SDBE MAT/Academy received by themselves, their employing company or their host School/Academy outside the SDBE MAT.

**BUSINESS & PECUNIARY INTERESTS
DECLARATION FORM**
ACADEMIC YEAR: 2020/2021

PERSONAL INFORMATION		NATURE OF YOUR RELATIONSHIP WITH THE SDBE MAT		
Forename:		Trustee:	Y / N	Other:
		Member:	Y / N	
Surname:		Employee:	Y / N	
		Consultant Receiving Payment:	Y / N	

Please list any ORGANISATIONS with which YOU, as described in the above guidance, are connected, and which organisations also have a relationship with the SDBE MAT as shown in the diagram beside.

If in doubt, please declare the relationship/interest.



Organisation Name	Nature of Relationship	Paid/ Voluntary	Any Transactions With the SDBE MAT?	Value Transacted 2019/2020	Value Transacted 2020/2021
1) Southwark Diocesan Board of Education (please detail any relation with this organisation)					
2) Other:					
3) Other:					
4) Other:					

I confirm 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 SDBE MAT and/or its Academies. **Nil returns are also required.**

Signed:		Date:	
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