



Learning Academies Trust

Declaration of Interests Policy

This policy applies to Trustees/Directors, Members of the LAB and all Staff.

Why we have a Policy

Trustees/Directors, Members of the LAB and all Staff have a legal obligation to act in the best interests of The Learning Academies Trust and in accordance with the Academy articles of association, and to avoid situations where there may be a potential conflict of interest. [Staff and volunteers have similar obligations]. Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of The Learning Academies Trust. Such conflicts may create problems; they can:

- inhibit free discussion;
- result in decisions or actions that are not in the interests of The Learning Academies Trust and
- risk the impression that The Learning Academies Trust has acted improperly.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

The Declaration of Interests

Accordingly, we are asking Trustees/Directors, Members of the LAB and all Staff to declare their interests, and any gifts or hospitality received in connection with their role in The Learning Academies Trust. A declaration of interests form is provided for this purpose, listing the types of interest you should declare.

To be effective, the declaration of interests needs to be updated at least annually, and also when any changes occur. If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the company secretary for confidential guidance.

This register of interests shall also be used to record all gifts of a value over £20 received by the Trustees/Directors, Members of the LAB and all Staff. Interests and gifts will be recorded on the charity's register of interests, which will be maintained by the company secretary. The register will be accessible by the auditor/staff preparing the company accounts etc.

Data Protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that Trustees/Directors, Members of the LAB and all Staff act in the best interests of The Learning Academies Trust. The information provided will not be used for any other purpose.

What to do if you face a Conflict of Interest

You should declare your interest at the earliest opportunity and withdraw from any subsequent discussion. You may, however, participate in discussions from which you may indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal.

If you fail to declare an interest that is known to the company secretary and/or the chair of the board, the company secretary or chair will declare that interest.

Decisions taken where a Trustee/Director, Member of the LAB and all Staff has an Interest

In the event of the board having to decide upon a question in which a Trustee/Director, Member of the LAB or Staff has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested board members (Trustee/Director, Member of the LAB or Staff) may not vote on matters affecting their own interests.

All decisions under a conflict of interest will be recorded by the company secretary/ Clerk to Governors or Trust Board and reported in the minutes of the meeting. The report will record:

- the nature and extent of the conflict;
- an outline of the discussion;
- the actions taken to manage the conflict.

Where a Trustee/Director, Member of the LAB or Staff benefits from the decision, this will be reported in the annual report and accounts in accordance with the current Charities SORP.

All payments or benefits in kind to Trustees/Directors, Members of the LAB and Staff will be reported in the charity's accounts and annual report, with amounts for each trustee listed for the year in question.

Where a member of The Learning Academies Trust staff are connected to a party involved in the supply of a service or product to the Academy Trust, this information will also be fully disclosed in the annual report and accounts. A form for recording this is shown at Appendix 1.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.

Managing Contracts

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.



LEARNING ACADEMIES TRUST

Declaration of Interests Form

I _____ as Trustee/Director, Member of the LAB and all Staff (delete as applicable) of the Learning Academies Trust have set out below my interests in accordance with the organisation’s conflicts of interest Policy.

Category	<i>Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection.</i>
Current employment and any previous employment in which you continue to have a financial interest.	
Appointments (voluntary or otherwise), e.g. trusteeships, directorships, local authority membership, tribunals etc.	
Membership of any professional bodies, special interest groups or mutual support organisations.	
Investments in unlisted companies, partnerships and other forms of business, major shareholdings (charities may set a figure here, e.g. more than 1% or 5% of issued capital) and beneficial interests.	
Gifts of hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months.	
Do you use, or care for a user of the organisation’s services?	
Any contractual relationship with the charity or its subsidiary.	
Any other conflicts that are not covered by the above.	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

Signed: _____

Position: _____

Date: _____

Version and Date		Action/Notes
1.0	23/2/17	Approved by the LAT Board 23/2/17

Appendix 1

Statement of assurance from Connected Party Suppliers.

Section 1: Supplier details

Name and address of supplier	
Company number (if applicable)	
Start date	
End date	
Estimate of commercial price, including profit	
Connection with trust, e.g. trustee is also a director of the supplier of goods and services	
Value of goods or services to trust	
Does this value include direct costs and indirect costs only?	
Name of contract <i>Such as building supplies or professional services</i>	
Section 2: Details of contract Explanation of how the supplier is charging the academy trust	
Section 3: Supplier certification (to be completed by the supplier)	
I certify, on behalf of	
Name	

Position in Organisation	
Date	
Signature	

Certification by academy trust
<p>In signing this document I am satisfied that:</p> <ul style="list-style-type: none"> - the goods and services being supplied comply with the requirements on trading with connected parties as set out in the handbook, and represent value for money; - there is full compliance with the trust's scheme of delegation; - open and fair procurement and compliance with the trust's procurement procedures have taken place; - potential conflicts of interest within the academy trust have been robustly managed; - the trust's register of interest captures relevant business and pecuniary interests as set out in the handbook, and will be updated to reflect this contract (if not already); - the supplier understands that open book arrangements are in place and they will provide more information on request, if needed; and - both the trust's accounting officer and chair of board of trustees have agreed to trade with this connected supplier, and that the measures and safeguards listed above are in place.

**Section 4:
The
Learning**

Academies Trust signoff

Name	
Position in Academy Trust	
Date	
Signature	

Notes

Direct costs means the costs of any materials and labour used directly in producing the goods or services.

Indirect costs means a proportionate and reasonable share of fixed and variable overheads.

At cost means without profit as it includes direct and indirect costs only.

Estimate of commercial price acknowledges that the value of such contracts varies depending on a number of factors and negotiations. The supplier should identify a reasonable and fair price, e.g. from previous similar contract.