



**GUIDE TO THE REGISTER OF INTERESTS OF
MEMBERS OF THE GOVERNING BODY**

INTRODUCTION

Purpose and Form of the Register

In accordance with the Instrument of Government the Governing Body shall prepare and maintain a register of interests.

The register of interests, compiled shall contain information in respect of each member of the Governing Body as follows: -

- a. a list of all business interests held;**
- b. membership of public bodies including local councils, education and library boards, health trusts and the governing bodies of other educational establishments;**
- c. unremunerated posts, honorary positions and other positions that might give rise to a conflict of interest or trust;**
- d. the names of any employees of the college either related to the member by virtue of being a spouse, parent, grandparent, child, grandchild, brother, sister, uncle, aunt, nephew or niece, or connected to the member through a close personal relationship; and**
- e. a declaration of any significant political activity (including office-holding, public speaking and candidature for election) undertaken in the five years prior to appointment.**

Whether before or during any meeting of the Governing Body (or any committee or sub-committee of the Governing Body as provided for in the Articles of Government), any members become aware that they, or any person related to or connected with them, have a material interest in or relating to any matter to be or being considered, they shall declare such interest and withdraw from the meeting during such consideration and shall not vote on any question relating to the matter. This should be recorded in the minutes of the meeting.

In accordance with good practice a register of interest for the Secretary and Senior Management Team are also included.

Regarding the form of the Register entries are listed alphabetically according to the member's surname. 3

Administration and Inspection of the Register

The Register is compiled and maintained by the Secretary to the Governing Body, Claire Williamson, telephone: 028 92 62 6751 mobile: 07919597703 email: GoverningBodySecretary@serc.ac.uk

Anyone whose details are entered on the Register should notify the Secretary immediately so the register can be amended accordingly.

A copy of the register is available from Claire Williamson, South Eastern Regional College, Lisburn Campus, 25 Castle Street, Lisburn, BT27 4SU