

D.7. DECLARATION OF INTEREST

All members of Council, co-opted independent members of Council Committees and Senior Staff (as defined in C.4.) are required to disclose at the earliest opportunity any financial or other beneficial interests they, a member of their close family, partner or spouse or any organisation in which they hold office or employment or an interest, may have in any transaction under consideration between City, University of London and a third party or which could unduly interfere with the proper discharge of their duties as a Member of Council or as an Executive.

Conflict of interest exists when a Member or Executive personally benefits, or is perceived to benefit personally, from an activity, transaction or interaction with an individual or business. A Member has a perceived or apparent conflict of interest if there is a reasonable perception, which a reasonably well informed person could properly have, that the Member's or Executive's integrity or ability to exercise an official power, or perform an official duty or function is likely to have been affected by his or her private interest.

Members and Executives covered by this Ordinance should inform the University Secretary of any relevant conflict or potential conflict of interest as soon as possible. If the conflict becomes apparent when reading the papers for a meeting, the Member or Executive should preferably draw the matter to the attention of the University Secretary in advance of the meeting or draw it to the attention of the Chair at the relevant point in the meeting or as the member becomes aware of a conflict during the course of discussion. Declarations made in this way will be recorded in the Minutes.

Members or Executives declaring such an interest should withdraw from the meeting for the item where they have declared an interest unless the Chair invites them to stay. They will not speak during the item unless invited to do so by the Chair.

The University Secretary has a duty to maintain a register of interests declared by Members and Executives covered by this Ordinance. The register consists of information provided annually by each Member, and updates provided by Members during the year. Updates should be provided to the University Secretary as soon as they occur. City, University of London has to declare, on its Charity Web Gateway, any other trustee positions held by Council Members. City also discloses via its Governance internet pages all other declared interests and all offices and employments held by the Council Members.

A non-disclosure of interest, if established as material to the business of Council or its committees, may lead to action by Council including removal from office.