



LONDON SCHOOL  
OF SCIENCE & TECHNOLOGY

## Conflict of Interest Policy

**Version 3**

Approved by the Board of Governors

Last Amendment: August 2024



## Document Information

---

Document owner(s)\*: Deputy CEO, HR Officer  
Date of next review: September 2025  
Dissemination: For general publication

\*The document owner/s is responsible for maintaining and updating the content of this document and ensuring that it reflects current practice at the School.

## Contents

---

1. Introduction .....	2
2. The Purpose of this Policy .....	2
3. Identifying Conflicts of Interest .....	3
4. Procedure for Declaring Interests.....	3
5. Procedures for Managing Conflicts .....	4
6. Enforcing and Reviewing this Policy.....	4
DECLARATION OF INTEREST FORM.....	5



## 1. Introduction

1.1. This policy applies to all employees, all members of the Board of Governors and its committees at LSST, and to external members of committees. It sets out guidelines and procedures for identifying, monitoring and managing actual and potential conflicts of interest. Any potential conflicts of interest which may arise in relation to members of staff and external consultants at LSST will be addressed by the relevant contracts of employment or engagement.

1.2. In this policy references to:

- "Conflicts" or "conflicts of interest" include actual and/or potential conflicts of interest and/or duty;
- Persons who are "connected" with a governor, member of staff or external consultant of LSST means:
  - A child, stepchild, grandchild, parent, brother or sister of a governor, member of staff or external consultant of LSST;
  - The spouse, unmarried partner or civil partner of a governor, member of staff or external consultant of LSST;
  - Any person who is in a business partnership with a governor, member of staff or external consultant of LSST or any person who is in a business partnership with any person falling within paragraph (i) or (ii) above; and
  - Any company, business, trust, or organisation in which a governor, member of staff or external consultant of LSST (or any other person connected to them) has an interest as a beneficiary or through ownership, control or influence.
- If in doubt about whether a person is connected, a governor, member of staff or external consultant of LSST should seek advice from LSST's Legal Counsel;
- "Benefit" includes any payment or material benefit (including property, loans, goods and services), other than reasonable out of pocket expenses.

## 2. The Purpose of this Policy

2.1. The governors, members of staff and external consultants of LSST have a duty to act in the best interests of LSST. This means that the governors, members of staff and external consultants of LSST must not place themselves in a position where they



have, or may have, a direct or indirect interest that conflicts with their duties as governors, members of staff and external consultants of LSST.

- 2.2. Conflicts of interest can inhibit open discussions and may result in governors, members of staff and external consultants of LSST taking irrelevant considerations into account or making decisions that are not in LSST's best interests. All governors, members of staff and external consultants of LSST must therefore be alert to the possibility that they, or their colleagues, could be affected by a conflict of interest.
- 2.3. The procedures in this policy will enable governors, members of staff and external consultants of LSST to identify and manage conflicts of interest so that they can ensure that conflicts do not prevent them from making decisions in the best interest of LSST. The policy will also help protect both LSST and governors, members of staff and external consultants of LSST from any appearance of impropriety in cases where conflicts of interest arise.

### **3. Identifying Conflicts of Interest**

- 3.1. A conflict of interest is any situation in which a governor's, member of staff's or external consultant's direct or indirect interests could, or could be seen to, prevent them from making a decision only in the best interests of LSST.
- 3.2. When considering if they have a conflict of interest, governors, members of staff and external consultants of LSST must be aware of the following principles:
- 3.3. A conflict of interest exists if there is a possibility that their personal interests could influence their decision-making, even if their decision-making is not in fact adversely affected by the conflict; and the interest that gives rise to a conflict may be direct or indirect.

### **4. Procedure for Declaring Interests**

- 4.1. All governors, members of staff and external consultants of LSST have a personal responsibility to declare any interest that might reasonably be regarded as potentially giving rise to a conflict.
- 4.2. A member of staff shall make their disclosure to their Line Manager and HR.
- 4.3. On appointment, all governors must complete a declaration of interests form (Annex 1):



- Listing any personal interests, business interests or other direct or indirect interests that might potentially give rise to a conflict of interests;
- Listing any interests of persons connected to them that may potentially give rise to a conflict of interest;
- Confirming that they are not aware of any conflict, other than those already disclosed, that exists between their role and their personal circumstances or other interests;
- Confirming that they will update the form annually, or sooner if any changes occur; and
- Confirming that they will declare any conflict that arises in the future.

4.4. The information provided by governors, members of staff and external consultants must be recorded in a register of interests. At least once in every 12-month period, all governors must review the information relating to them contained in the register of interests and declare that the information is correct or make a further declaration if necessary.

4.5. It is for each individual to decide which matters to declare but, if in doubt, they should make a declaration. If they would like to discuss the issue, they may contact LSST's Legal Counsel for confidential guidance.

4.6. The information provided will be processed in accordance with the principles for processing personal data set out in UK data protection legislation. Data will be processed only for the purposes set out in this policy and not for any other purpose.

## **5. Procedures for Managing Conflicts**

5.1. If a conflict arises and depending on the seriousness of the conflict, the conflicted individual must withdraw from relevant discussions or decision-making processes, not pursue the course of action that gives rise to the conflict or resign.

## **6. Enforcing and Reviewing this Policy**

6.1. Any failure to comply with the terms of this policy could result in disciplinary action taken against the conflicted person.

6.2. This policy must be reviewed annually, or sooner if required.



## DECLARATION OF INTEREST FORM

<b>Name:</b> <b>Position:</b>		
	<b>Direct Interests</b>	<b>Indirect Interests</b>
<b>Employment</b> Include details of company or organisation you work for and position		
<b>Directorships</b> Organisation/ company registration number		
<b>Shareholdings</b> All shares in a public or private company or any other body.		
<b>Trusteeships</b> Charities and other voluntary bodies, including any charity numbers.		
<b>Public appointments</b> Including board committee roles.		
<b>Political Interests</b>		
<b>Professional bodies</b> Membership of professional bodies and trade or other associations.		
<b>Other interests</b> Any other interests not listed above.		

I confirm that to the best of my knowledge I have declared all of my interests in line with LSST's Conflict of Interest Policy.

Name (Print): \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



## Version History

<b>Version</b>	<b>1.0</b>
Original author(s):	Legal Counsel Original version for submission to the Board of Governors
Reviewed by:	Board of Governors Dec 2021
<b>Version</b>	<b>1.1.</b>
Revised by:	Wells Advisory
Revision summary:	<i>Amendments to document scope</i>
Reviewed by:	Board of Governors Dec 2021
<b>Version</b>	<b>2</b>
Revised by:	Deputy CEO, HR Officer
Revision summary:	<i>Annual review; version control applied</i>
Approved by:	Board of Governors October 2023
<b>Version</b>	<b>3</b>
Revised by:	Quality Unit
Revision summary:	<i>Annual review and update, minor grammatical corrections, document format applied, version control applied.</i>
Approved by:	Board of Governors October 2024
<b>Version</b>	
Revised by:	Name; Title
Revision summary:	
Approved by:	Date
<b>Version</b>	
Revised by:	Name; Title
Revision summary:	
Approved by:	Date