

## Declaration of Interests Policy

### 1. RCTTP Declaration of Interest

This document outlines the expectations and roles and responsibilities of everyone involved and connected with the Partnership so that each individual knows what is expected of them.

The policy and procedures are made available to all members of the Partnership through the RCTTP Website. A hard copy of the policy is available, with relevant appendices, in the centrally held policy file.

RCTTP comes under the umbrella of the Redcar and Cleveland Borough Council policy and procedures regarding the Declaration of Interests. All parties with a position of influence within the programme should declare annually any interests which may conflict with aims of the provider or confirm no interests. A declaration of interests form (Appendix 5) is completed in the first Executive Group meeting of each new academic year. A standing agenda item at each meeting ensures any updates or specific interests in agenda items are declared. It is the responsibility of individual members to proactively declare any interests as they arise.

The signed forms are kept as the Register of Interests in a file held securely in the RCTTP Management Office.

### 2. Roles and Responsibilities

#### 2.1 Executive Group

The Executive Group will:

- review any interest that might conflict with the work of the Partnership and permit or deny involvement in any decision making process
- review the declaration of Interests at each Executive meeting
- assess and monitor the impact of this policy by regularly reviewing the action taken under it

#### 2.2 The Programme Manager

The Programme Manager will:

- raise a concern with the Executive Group about any interest that might conflict with the work of the Partnership
- maintain an overview of the Register of Interests

#### 2.3 The Course Administrator

The Course Administrator will:

- maintain the Register of Interest

#### 2.4 Partnership Staff

Partnership Staff will:

- familiarise themselves with this policy and their resulting responsibilities

### 3. Complaints Procedure

If anyone in the Partnership feels that this policy is not being followed then they should raise the matter with the Programme Manager who will facilitate the appropriate action. In the first instance this will be raised informally in order to

seek a practical solution. Action by the Programme Manager may include an investigation and report on the issue. Reports on any such complaints will be given to the Executive Committee

Linked documents:

- RCTTP Declaration of Interest Proforma