

COMMONWEALTH SCHOLARSHIP COMMISSION IN THE UNITED KINGDOM

Rules on Conflicts of Interest

The Chair and other Commissioners should declare any personal or business interests that may conflict with their responsibilities as Commissioners. They should also declare any of the direct or indirect pecuniary interests¹, which are set out below, and which may conflict with their responsibilities as Commissioners, for inclusion in the Register of Commissioners' Interests.

Declaration of a conflict of interest will be made on a six monthly basis using the 'Register of Interests Form' that will be provided by the Secretariat for this purpose.

- remunerated directorships or partnerships;
- remunerated employment, office, profession or consultancy; and
- shareholdings in any company where the interest held is 3% or more of the nominal value of the issued share capital of the company.
- Involvement with organisations receiving funds or benefits from the Commission, including academic institutions at which scholarships/fellowships are held, where there is an interest as employee, supplier, director, shareholder or board member.
- **Gifts, hospitality and other benefits:** The National Audit office requires that members and their close family members record all gifts, hospitality or other material benefits received which in any way relate to the member's appointment as a member of the Commission. **All** gifts should be registered with an indication of their value. **All** hospitality and other benefits should be registered, but values need only be declared if greater than £25. Notification of all gifts, hospitality and any other benefits should be sent to the Executive Secretary who will record them in the Register of Commissioners' Interests.
- In addition Commissioners are asked to declare if they have received any bribes related to their work as a Commissioner

Non-pecuniary interests and interests of close family members will be declared as they arise and will be included in the Register of Interests². These and any other declarations of interest that arise during Commission meetings will be included in the Register of Interests as and when declarations are made.

At the beginning of each CSC meeting, Committee meeting or selection meeting the Chair should ask that any conflict of interest be declared at the appropriate time. Commissioners will be required to remove themselves from the discussion or determination of matters in which they have a financial interest. In matters in which Commissioners have a direct non-financial interest, they should not participate in the discussion or determination of a matter where the interest might suggest a danger of bias. By way of clarification, a member of a Selection Committee, having fully declared all institutional affiliations, would not normally be prevented from taking part in any discussion, unless this impacts on a particular centre or department in which they are engaged or with which they have a particular relationship. The meeting Chair will be the final arbiter of the appropriate action.

The minutes of the meeting will record decisions about conflict of interest (including where there are none), and any withdrawals for particular items and the reasons for these withdrawals.

The Register of Interests will be open to public inspection and will be available upon request.

15/05/18 (CSC 2018/05b)

¹ Indirect pecuniary interests arise from connections with bodies which have a direct pecuniary interest or from being a business partner of, or being employed by, a person with such an interest.

² Non-pecuniary interests include those arising from membership of clubs and other organisations. Close family members include personal partners, parents, children (adult and minor), brothers, sisters and the personal partners of these.