

GUIDANCE FOR MANAGERS ON THE REGISTER OF INTERESTS

1. INTRODUCTION

- 1.1** Building strong relationships and networks locally, nationally and internationally is important both for the University's research and business activities and its social responsibility goals. Therefore, employees are encouraged to take part in appropriate external work and connections. However, in order to ensure transparency about these connections and that any conflicts of interest that might ensue are declared, employees are required to submit a declaration to the Register of Interests at least annually (and declare new interests as and when they occur).
- 1.2** It is a requirement of [University Ordinance XVIII](#) that all members of the University declare any personal interests that might reasonably be deemed to compromise impartiality, conflict with any duty as an employee, or result in private benefit. The Financial Procedures require all employees at grade 6 or above to make an annual declaration, even if just to state a Nil Return, to the University Register of Interests. For more information on what should be disclosed please see the [Handy Guide to the Register of Interests](#).
- 1.3** The Register of Interests is stored centrally on a dedicated SharePoint site. Communications will be sent out to relevant employees and published on StaffNet when the Register is available to receive submissions each year. Employees must submit their declaration by the deadline stated in the communications. For more information, please see the [Register of Interests StaffNet site](#).
- 1.4** In order to review interests declared by their employees, each School has identified employees with access to the Register who are able to produce both School wide reports on compliance and print individual declarations for review. Please see Appendix A for details of the relevant faculty/directorate contacts or contact ROI@manchester.ac.uk

2. ANNUAL REVIEW

- 2.1** Employees who declare interests are encouraged to discuss these with their manager regularly, at least once a year, for transparency and to review whether they might lead to any specific conflicts of interest. Those with interests that have received approval through the [Work For Outside Bodies Policy](#) are subject to annual review by the appropriate authoriser as part of that process alongside any declarations through the Register of Interests.
- 2.2** Manager should ensure they check in with their direct reports at least on an annual basis, during the PDR process, to confirm that they have completed the Register of Interests, even in cases of a Nil Return. For those who declare interests, these should be discussed to ensure that the declaration does not result in any conflicts.

3. WHAT TO LOOK OUT FOR

- 3.1** For most employees connections are unlikely to lead to a conflict of interest, and this is particularly the case for those employees who do not have any responsibility for contract decisions for suppliers or external partners. However, a conflict of interest may arise where an employee, their household members, close friends or colleagues has a private interest that might influence, or be reasonably perceived to influence, their judgement in carrying out their duties.
- 3.2** If the organisation involved has connections with the University, specifically if they are a supplier, there needs to be consideration of whether the employee is involved

in any contract negotiations or decisions. If this is the case, it may be that further checks need to be in place regarding that contract, for example a senior manager without any connection to that organisation may need to sign off any paperwork. The specific arrangement will depend on the person's role at the University and their connection with the organisation.

3.3 Potential conflicts of interest may also need to be reported to relevant research funders, in accordance with the terms and conditions of funding. If the employee is in receipt of research funding, they must comply with the necessary disclosures set out by the funder in addition to recording the details on their University Register of Interests declaration.

3.4 If the interest relates to an organisation based outside the UK, you may wish to consider the current geopolitical climate and if this connection was likely to have any implications for the University. If so, it may be that this interest needs to be drawn to the attention of a senior manager for further awareness and transparency.

4. WHEN TO ESCALATE

4.1 If the employee has declared an interest in an organisation that has a contract with the University and they are involved with the decisions related to this contract, please contact the [Finance Team](#) for further guidance.

4.2 If the employee declares an interest in an organisation in a specific subject area (e.g. Nuclear) or country/area (e.g. China, Middle East) that may raise further concerns, please see the information on [Export Controls](#) and the [related forms](#) for guidance.

4.3 If the employee does not declare an interest that then turns out to present a serious conflict of interest or they have been involved with contract negotiations, this may lead to disciplinary action. Please contact the [People Directorate](#) for more information and guidance.

5. FURTHER QUERIES

5.1 For further information on the Register of Interests system or what should be declared please see the Register of Interests StaffNet site or contact ROI@manchester.ac.uk

5.2 For queries about finance and procurement issues please contact the Finance team on procurement@manchester.ac.uk or finance.helpdesk@manchester.ac.uk

APPENDIX A: SCHOOL DIRECTORATE ADMINISTRATORS FOR THE REGISTER OF INTERESTS SYSTEM

This list will be updated as employees and roles change please see the [StaffNet page](#) for the latest version.

Faculty	School	Name	Email
Biology, Medicine and Health	Faculty Office - Biology, Med and Health	Jennefer Adams	jennefer.adams@manchester.ac.uk ;
Biology, Medicine and Health	FBMH Research and Innovation	Kate Whorlow	Kate.L.Whorlow@manchester.ac.uk
		Lauren Tempelman	lauren.tempelman@manchester.ac.uk
		Kate Middleton	kate.middleton@manchester.ac.uk ;
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		Pippa Paga	Pippa.paga@manchester.ac.uk ;
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		Rosie Haynes	rosie.haynes@manchester.ac.uk
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		Osen Yildirim	Osen.Yildirim@manchester.ac.uk ;
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		Clare Abel	clare.abel@manchester.ac.uk
Humanities	School of Environ, Education & Develop	Jonny Brewster	jonny.brewster@manchester.ac.uk ;
		Eleanor MacKechnie	eleanor.mackechnie@manchester.ac.uk

Humanities	School of Social Sciences	James Fortune-Clubb Georgina Lewis Carla Liburd Clare Hunt Rosie Haynes	james.fortune-clubb@manchester.ac.uk ; Georgina.Lewis@manchester.ac.uk ; Carla.liburd@manchester.ac.uk ; Clare.Hunt@manchester.ac.uk ; rosie.haynes@manchester.ac.uk
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Science and Engineering	School of Engineering		
Science and Engineering	School of Natural Sciences	Katherine Firth Abigail Housley Louise Sanna	katherine.firth@manchester.ac.uk abigail.housley@manchester.ac.uk ; louise.sanna@manchester.ac.uk ;

Professional Services

Directorate	Name	Email
Development and Alumni Relations	Pauline Ashton	pauline.ashton@manchester.ac.uk
Directorate for the Student Experience	Paula Arnison	paula.arnison@manchester.ac.uk
Directorate of Comms, Mktg & Student Rec	Isabella Machin	isabella.machin@manchester.ac.uk ;
Directorate of Compliance and Risk	Karen Moran Tallents David Barker	Karen.Morgantallents@manchester.ac.uk ; david.barker@manchester.ac.uk
Directorate of EDI	Veli Sawdon	veli.sawdon@manchester.ac.uk

Directorate of Estates and Facilities	Louise Crompton Jane O'Connor Alexandra Sexton	louise.crompton-2@manchester.ac.uk ; jane.o'connor@manchester.ac.uk ; alexandra.sexton@manchester.ac.uk
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Registrar, Sec & Chief Operating Officer	Marie Conaghan	Marie.Conaghan@manchester.ac.uk
Strategic Change Office The University of Manchester Library Unit M	Paula Dunn Laura Ashcroft Clarke	paula.dunn@manchester.ac.uk laura.ashcroft@manchester.ac.uk
	Pamela Morris Michael Platt	pamela.morris@manchester.ac.uk michael.platt@manchester.ac.uk
Other Areas		
Area	Name	Email
Jodrell Bank Centre for Engagement	Claire Durbar	claire.durbar@manchester.ac.uk
Graphene Engineering Innovation Centre	Zoe Spencer	zoe.spencer@manchester.ac.uk
Manchester Museum	Judith Fabian	judith.fabian@manchester.ac.uk

Manchester University Press

Whitworth Art Gallery

Claudette Johnson

Helen Fairs

Claudette.johnson@manchester.ac.uk

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