LAINE THEATRE ARTS LIMITED
Company No: 01180133

DECLARATION OF INTERESTS POLICY

Approved: 31st July 2023

LAINE THEATRE ARTS LIMITED

DECLARATION OF INTERESTS POLICY

1. **Introduction and Scope**

1.1 Laine Theatre Arts is a creative education provider which encourages staff working in both teaching and professional services areas to pursue excellence in their work. In such a busy and vibrant community, potential conflicts of interest may arise, especially where an individual is in a niche role or has a commitment or position in an outside organisation.

1.2 This policy applies to all Laine Theatre Arts Limited Directors and Senior Management Team members. The policy describes the possible personal, social, financial and ethical considerations which may result in an actual or perceived conflict of interest and how they may be managed.

1.3 It is essential that the Laine Theatre Arts can demonstrate integrity in all its endeavours, and the intention of this policy is to provide a supportive and transparent approach. A conflict of interest is not, in itself, an indication of any wrongdoing by a Director or Senior Management Team member.

1.4 The Office for Students requires that registered providers maintain a Register of Interests to demonstrate proper conduct of Board members and senior post-holders.

2. Conflict of Interest

2.1 In the absence of a legal definition of a conflict of interest, it should broadly be considered as a connection which may potentially interfere with an individual's ability to discharge their duties with propriety. The list below, which is not exhaustive, provided examples:

- Company: any relationship with a named company with which Laine Theatre Arts Limited might do business, including the company's own subsidiaries, or with any direct competitors.
- A shareholding above the 3% notifiable level for directorships.
- Paid employment, partnership, consultancy or a close family connection with a company operating in a similar field to Laine Theatre Arts.
- Self-employment (accounting for more than 5% of annual income) in a similar field to Laine Theatre Arts (for example performing arts education/training, performing arts practice).
- Property: freehold or leasehold ownership of any properties in which Laine Theatre Arts might have an interest.
- Charities: trusteeship, governorship, or employment with a charity.
- Public appointments: paid or unpaid.
- Memberships: professional bodies, trade or other associations, external bodies.
- Close family links to any of the above.

2.2 Laine Theatre Arts Limited Directors and Senior Management Team members must avoid placing themselves under any obligation to people or organisations that might inappropriately try to influence them in their work for Laine Theatre Arts. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3. Register of Interests

3.1 The Office for Students requires that registered providers maintain and publish a Register of Interests to demonstrate proper conduct of Board members and senior managers.

3.2 Laine Theatre Arts Limited's Register of Interests is made publicly available on the Laine Theatre Arts website.

3.3 The Register of Interests is reviewed annually by the Secretary to the Laine Theatre Arts Limited Board, who will contact the appropriate individuals to seek declarations and confirm any current or potential conflicts of interests.

3.4 Disclosures may be made at any time and should be made, where possible, before an individual has engaged in any activity. These should be declared in writing to the Secretary to the Board.

3.5 Where a Director or Senior Management Team member believes the conflict of interest no longer exists, they are advised to put this in writing to the Secretary to the Board, requesting that their disclosure is removed from the Register of Interests.

4. Terms of Appointments

4.1 Laine Theatre Arts Limited will ensure that Directors and Senior Management Team members are aware, under the terms of their appointment, that they

4.1.1 will act responsibly and in the best interests of Laine Theatre Arts at all times.

4.1.2 must declare their interests on the published Register of Interests.

5. Managing a Conflict of Interest for Directors or Senior Management Team members

5.1 Laine Theatre Arts Limited Directors or Senior Management Team members who identify a perceived or actual conflict of interest relating to an item of business of the Laine Theatre Arts Limited Board and/or one of its subcommittees should raise this with the Secretary to the Board in the first instance who, in consultation with the Chair of the Board will determine whether the declaration should be formally recorded.

5.2 Where circumstances require that a conflict of interest is managed, the approach and mitigation should be formally recorded. Any particularly difficult matters, or where agreement about the mitigating approach cannot be reached, should be referred to the Chair of the Board, who will make a final decision as to how the matter will be managed.

5.3 To ensure there is no undue pressure in the decision-making process and in the conduct of Laine Theatre Arts Limited business, where a Director or Senior Management Team member has an interest in a matter under consideration, they must declare it and abstain from the discussion and any associated vote. This declaration should be noted in the formal record of the meeting.