



Declaration of interests (DoI): Member network (MN) version of guidance and procedures

MN note: for the purposes of this document, any text beginning with '**MN note:**' denotes added support information for member network committee and working party members and representatives (herein referred to as members).

MN note: member network committee and working party members can log onto the Members Online Resources (MOR) to find out more information and how to submit a personal DoI record or request a copy of their personal DoI record or committee/working party DoI register: <https://mor.bps.org.uk/>

Any difficulties logging onto MOR, please contact the Member Network Services Team: MemberNetworkServices@bps.org.uk or 0116 252 9515

All board members, committee members, sub-committee members, working party members (herein referred to as members) and representatives of the Society must complete and sign a declaration of interest form for each board, committee, sub-committee, working party and/or group (herein referred to as committee) that they belong to. Where members and representatives have identified a conflict of interest, they must declare it and withdraw from consideration of any related matters. This is to assure the public, and members of the Society, that our professional, legal and financial responsibilities are carried out in an impartial and transparent way. This also protects members and representatives who support Society activities, by demonstrating transparency and impartiality in the decision making process.

MN note: Member network members only need to complete one form for all committees or working party's they reside on. This is referred as a personal DoI record.

1. Register of interests

A register of declared interests will be maintained by the Society and kept confidentially. However, the register will be available for committee inspection to assist in demonstrating accountability and transparency. It is the responsibility of each committee to ensure that it maintains a register of declared interests which is regularly reviewed and updated at each meeting. All members and representatives need to notify any changes to their declaration of interest as soon as they occur.

MN note: for member network committees and working parties, the Member Network Services Team will store all personal DoI records which make up each register. See MOR for more details on this.

2. Declaring interest

When considering what to declare, the golden rule is:

If members of the public, knowing the facts of the situation, would reasonably conclude that the interests involved might influence the approach taken to the application or contract, then you should declare. (Nolan, The committee on Standards in Public Life. 1994)

The above does not imply that members and representatives should not engage at all in subjects in which they have an interest – that would disable a committee’s effectiveness. However, where a member or representative may gain a personal benefit or advantage from the outcome of a specific matter or where they are associated with a person or body who could, they would be deemed to have an interest in the matter. The convention usually adopted is to declare that interest and abstain from discussion.

Furthermore, failure to declare an interest may also, under law, be deemed an act of fraud. For this reason, you are advised to declare all of your interests so that the committee can determine whether any conflicts arise, or could be perceived as arising. The committee considering such matters should also refer to the golden rule.

What is an ‘interest’?

This is a key question. The criteria is not whether the member or representative thinks they have an interest to declare but whether another member or representative or a member of the public would think they have an interest to declare.

An example of a declarable interest would be one which was financial or otherwise and which went beyond a purely professional or academic interest as a result of common membership of the Society. It will also be knowledge of, or an interest in, another person.

Do all interests have to be declared?

No. Only if they are significant or substantial. However, it is suggested that members declare all interests to provide transparency and to enable the relevant committee to determine whether it is appropriate to apply the convention.

Furthermore, any member who has been the subject of a complaint to the HPC or other similar bodies, need to notify the chair of each committee they belong to, so that a decision can be taken about whether the person can proceed with the work of the group.

Define significant or substantial?

Ask yourself these questions:

If it is financial, will it affect me in any way? If so (through a business effect on a company you work for) it is likely to be significant or substantial.

Does it affect my employer or my employment (through the accreditation of a programme of study I teach on for example)? If so it will be significant or substantial.

Does it affect a close colleague, friend or relative? If the decision will be significant to them, it is likely to be significant to you.

What do I do?

If you are unsure, raise it with your committee or colleagues. Seek advice and test the views of others, especially the Chair of the committee. If they see it as being insignificant, it is likely to be insignificant. If they advise you to withdraw from the decision making process, you should take that advice.

How does this affect me?

As a member or representative, you should declare, as a matter of record: the name of your employer; your directorships or ownership of any companies; any memberships of other professional bodies; any gifts, benefits or hospitality received as part of your work for the Society; and, any other interests that might be considered to influence your actions on behalf of the Society.

What happens to that information?

It will be kept confidentially at the Society's offices and will only be available for committee meetings to ensure that the committee register of declarations is updated and maintained.

How do I record this information?

Upon election to a board, committee, sub-committee, working party or representative position you will be sent a declaration form to complete. It should be returned to the relevant secretariat at the Leicester Office where it will be stored securely. If any information needs updating you should inform the committee secretariat and Chair within 4 weeks of you being aware that the old information is out of date. If you need a copy of the information stored, it will be provided within 5 working days of a request. You will not need to complete this form every year but it will be updated regularly at committee meetings.

MN note: if any information needs updating on your personal DoI record, you should inform the Member Network Services Team via the appropriate method.

For full details on how to submit or amend your personal DoI record, please visit MOR:
<https://mor.bps.org.uk/>

For information on how the DoI will be processed for member network committees and working parties please see appendix 1. DoI process for member networks

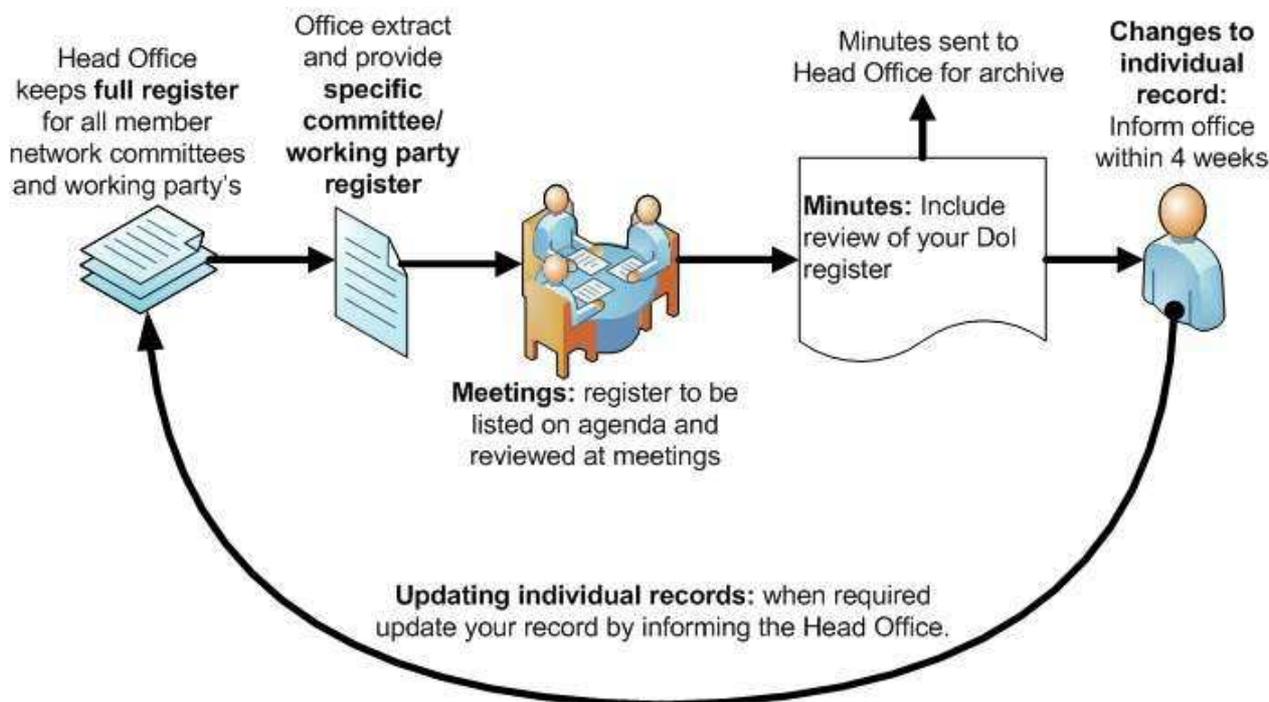
3. Conduct of members and representatives

All members and representatives discharging a committee's official duties on behalf of the Society should:

- At all times act in the professional interest of the Society
- Resolve any conflicts that arise with their personal interests
- Prior to any meeting, examine the agenda items to identify any issue or members in which they have a declared interest, other than those which have been previously declared and are present on the register.
- If the members' or representatives' affair or the interest does not appear on the agenda but nevertheless arises during the course of substantive discussion, the members or representatives must immediately draw attention to their interest.
- Abstain from discussion if the member or representative has a personal interest on the matter.

Appendix 1: Dol process for member networks

Flowchart of Dol process:



Description of Dol process:

1. **Full register:** office stores a completed full register securely and confidentially at the Society's Head Office. Chairs or secretaries can request their specific committee or working party register anytime and individuals can request a copy of their own personal record anytime.
2. **Member Network meetings:** the 'register of interests' must be a standing item on all meeting agenda's. Minutes must reflect that the register has been reviewed and any amendments to individual records noted as an action that relevant individuals must complete within 4 weeks.

Note for recipients of registers of interests: Please be aware that data could be sensitive and confidential and therefore registers must be treated as such.

3. **Changes to an individual record:** It is everyone's responsibility to ensure their own declaration of interest is up to date. If any information needs updating you should inform the Member Network Services Team via the appropriate method and chair within 4 weeks of you being aware that the old information is out of date. Please visit MOR for details: <https://mor.bps.org.uk/>
4. **Minutes:** We ask that all member network committees and working party's send an electronic copy of their minutes to MemberNetworkServices@bps.org.uk to be archived on MOR and readily available if a need arises. These minutes will be stored under the reports and statements section of MOR.

Member Network Services Team:

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