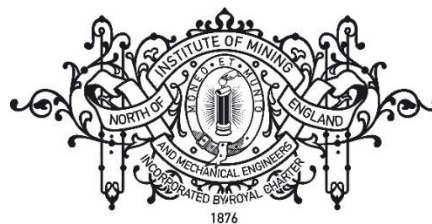


**NORTH OF ENGLAND INSTITUTE OF
MINING AND MECHANICAL ENGINEERS**

**FOUNDED 1852
ROYAL CHARTER 1876**



(Policy) Declaration of Interests

Approved by: Council

Date: May 2021

1. Objective and Aims

To ensure that any conflicts of interests regarding members of Council and Committees are suitably declared to the Institute.

2. Background

Institute members have a legal and moral obligation to act in the best interests of the Institute and in accordance with the Institute's Royal Charter, Bye Laws and other relevant documents. In particular the guidance from the Charity Commission for conflicts of interest (CC29) must be followed.

It is essential that the individuals covered by this policy, when acting on behalf of Institute are putting NEIMME first. This policy seeks to ensure any Council member, or other relevant person, making a decision (or assisting in making a decision) on behalf of NEIMME acts in a completely impartial manner where there is, or appears to be, a conflict between the interest between NEIMME and other interests the individual may have.

Such conflicts of interest could create problems as they may:

- Prevent Council, or other relevant persons, being in full possession of important information,
- Inhibit full and frank discussion,
- Lead to decisions being taken which are not in NEIMME' best interests, and
- Lead NEIMME to take, or to appear to take, improper actions.

This policy is designed to protect both NEIMME and the individuals involved from any of these hazards by ensuring an up to date Register of Interests is maintained.

3. Background

Types of interests to be registered may include the following:

- Current and recent (within 2 years) Board memberships, directorships and memberships of organisations or governing bodies held by an individual, close family member or close associate that will or may impact on NEIMME and its work.
- Current and recent (within 2 years) ownership or proprietorship of, or employment or self-employment in, an enterprise (including sole traders and partnerships) by an individual, close family member or close associate that will or may impact on NEIMME and its work.

If you are unsure of what to declare, please contact the Hon. Secretary for guidance in the first instance.

4. Register of Interests

All new Council members, or other relevant persons, will be required to complete their registration before taking up their duties, using the 'NEIMME Register of Interests' form (see Appendix A). All individuals covered by this policy are required to update their register entry within one month of the change occurring or at the first meeting where the interest is relevant, whichever is earlier. Declaration of Interest forms should be submitted directly to the Hon. Secretary in all cases. The maintenance of the register will be the responsibility of the Hon. Secretary.

The register is not in the public domain, but each section of the register will be available for inspection to all whose names appear in it. The register will be made available online to trustees via the Document Portal.

The Chair of Council, or of other relevant meetings, is required to make the declaration of interests an early agenda item at every meeting and ensure that any new declarations are forwarded for recording in the register.

5. Declaring an Interest

In meetings, Council members, and other relevant persons, should declare an interest at the earliest opportunity. How the conflict of interest is dealt with is at the discretion of the Chair of the meeting and can be in one of the following ways:

- (a) The conflicted person may remain at the meeting, participate in the discussion, and even vote on the matter concerned (perhaps in a situation where the conflicted person knows more of the issue than anyone else), or,
- (b) The conflicted person can remain but not vote and perhaps not speak, or,
- (c) The conflicted person must withdraw from the meeting for the duration of the discussion and voting on the issue (and not be counted in the quorum for the duration of the discussion and voting).

All Council members should deliberately refrain from making operational decisions in which they might be seen to have an interest or which might lead to personal gain of any kind for themselves, their immediate families or close associates.

6. Failure to Declare or Register an Interest

If anyone fails to declare a relevant registered interest at a meeting, the meeting Chair will declare that interest. To this end, meeting chairs are expected to familiarise themselves with the Institute's Register of Interests. If there is a question as to whether a conflict of interest exists, then the meeting will decide by simple majority. In no case may the person concerned vote on the matter in question, nor be counted as a part of a quorum. Serious cases of non-disclosure of an interest will be dealt with by the Council.

7. Major or Ongoing Conflicts of Interest

A major or ongoing conflict of interest consists of a Council member, or other relevant person, having a direct personal or financial interest in another body which is incompatible with an ongoing association with NEIMME. Where a Council member, or other relevant person, has a major or ongoing conflict of interest, they should offer to resign their position.

Where a situation arises that could be regarded as a major or ongoing conflict of interest it is initially the responsibility of the individual concerned to consider their position and draw it to the attention of the Officers for discussion and it shall be for the Chair of the Council to make a determination as to whether the conflict is major and/or ongoing.

If a challenge is made to this determination either by the individual determined to have the conflict or any other member of the Council, then the matter shall be determined by the Council, as decided by simple majority. In no case may the person concerned vote on the matter in question, nor be counted as a part of a quorum.

8. Awarding of Contracts

Council members may not be considered for contracts offered by NEIMME. Other relevant persons may be considered for contracts offered by NEIMME where this is agreed by Council as demonstrably in the interests of NEIMME and the award of the contract is made in accordance with good practice in appointing suppliers. Any person considering tendering for work or applying for a paid position in NEIMME should declare this interest.

9. Data Protection

The information provided will be processed in accordance with the current NEIMME Data Protection Policy. The information provided will not be used for any other purpose.

Appendix A: Form of the ‘NEIMME Register of Interests’

NEIMME Register of Interests

Name	NEIMME Position	Date of Disclosure	Nature of Interest	Dates Held	(E-)Signed