

**Conflict of Interest Policy**

**City College Limited**

69 Steward Street

Birmingham

B18 7AF

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| Title  | Quality Assurance Policy | Department  | Operations |
| Location  | Sharepoint  | Author  | SS |
| Approved by SLT  |  Yes | Date  | 5th of October 2020 |
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| Version  | Author  | Issue date  | Summery  |
| V.1  | PWA | July 2020  | First draft  |

**Key Person(s)**

**Managing Director**

**Associate Director for Quality and Partnerships**

**Director of Operations**

**Higher Education Manager**

**Chief of Staff**

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# Policy Statement

City College is committed to provide fair, friendly, healthy and tolerant environment for all staff, students, visitors and stakeholders. The College aims to operate in the interests of improvement and in spirit of open, fair and transparent processes avoiding actual, perceived and potential conflicts of interest where possible. A conflict of interest could compromise or appear to compromise staff decisions if it is not properly managed and it is the aim of this policy to provide a framework for staff to work within. The question as to whether or not particular circumstances will give rise to a potential conflict of interest may be complex. The general principle to consider is whether personal circumstances or interest could reasonably be perceived to affect the judgment of an individual when making a decision affecting the College.

## Definition

A conflict of interest is a situation in which an individual, or organisation, has interests or loyalties that compete with the best interests of City College, its staff and students. Conflicts of interest can arise in a variety of circumstances, for example:

* When an individual is in a position of authority in one organisation that conflicts with their City College interests or vice-versa.
* When an individual has interests that conflict with thier professional position or work they carry out in support of the College whether it is paid or unpaid
* Should an individual have interests in another business which either uses College products or services, or supplies the College with products or services including assessment decisions and other fair treatment of students.
* Where a person works for or carries out work on behalf of the College, who has friends or relatives employed by or studying with the College

**Principles and Staff Expectations**

All staff have a duty to be open and honest in matters where a personal or business relationship may, or may be perceived to, influence their decision making in relation to City College or associated stakeholders

Staff should declare material conflicts of interest including personal and business relationships to ensure these do not or are not perceived to influence City College business or services.

Staff responsible for student induction or recruitment should take no part in the decision whether or not to offer a place to an applicant where there is a personal or family relationship.

Where there is a family or personal relationship between a member of the academic staff and a student, the staff member should inform the Higher Education Manager or the Associate Director for Quality and Partnerships in writing at the beginning of that students first academic year. The member of staff should take no part in the academic assessment of the student or any other decision, disciplinary panels for example.

Any staff in positions of authority have a particular duty to be transparent in all dealings with students and stakeholders ensuring material or perceived conflicts of interest involving others are properly managed

Personal or family relationships are not a bar to employment. However, members of staff are required to formally declare personal relationships with existing or potential staff and students as well as suppliers or stakeholders. All declarations should be made in writing to the staff member’s line manager where reasonable practicable. Any member of staff who has a family, personal relationship or social connection with any job applicants should take no part in the selection process.

Members of staff are not permitted to receive benefits or gifts without explicit written authority in situations where their personal or professional interests and obligations to the College may be compromised.

Bias or impropriety arising from a conflict of interest is likely to be a disciplinary offence and may result in dismissal

Where staff are unclear they should contact their line manager or a member of the Senior Leadership Team (SLT) for further advice. In the interests of remaining transparent, contact should be made in writing where practicably possible.

In matters of pertaining to a perceived or actual conflict of interest, the final decision and judgement of the Managing Director is final

**Related policies**

This policy needs to be read in conjunction with other policies including:

* Complaints Policy and Procedure
* Appeals Procedure
* Bullying and Harassment Policy
* Quality Assurance and Delivery Policy
* Equality Policy
* Whistleblowing Policy
* Governance Code