

This form must be completed by all HEFCW Council members, and by external members of HEFCW Committees.

See the *Notes of guidance* at the end for help in completing this form.

Name:	
Address:	
Email:	
Tel No (day):	

For external members of HEFCW Committees, please name the Committee(s) on which you serve:

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Please provide details of all relevant interests in the section below, including both your own personal interests and those of any close family members. If you have no interests to declare, please type or write '**None**' in the first column of row 1.

Organisation in which interest exists (you and/or family members)	Nature of interest (e.g. membership; directorship; governor; trustee; remunerated or honorary position, or other connection with an HE or FE institution; etc.)
1.	
2.	
3.	

Organisation in which interest exists (you and/or family members)	Nature of interest (e.g. membership; directorship; governor; trustee; remunerated or honorary position, or other connection with an HE or FE institution; etc.)
4.	
5.	
6.	
7.	
8.	
9.	
10.	

(Please insert additional rows in the table above, or attach additional sheets, as necessary.)

Declaration

I declare that the details submitted by me are correct, and I undertake to inform the Council of any change in circumstance which would require amendment to this form.

Signed:

(an e-signature may be added here if returning the form by email)

Date:

Notes of guidance

The principles set out in the *Code of Practice for Members of the Higher Education Funding Council for Wales* apply to all HEFCW Council and Committee members. The *Code of Practice* requires that all members declare any personal or business interests which may, or may be perceived to, conflict with their public duties.

What interests to declare

The minimum test in deciding to register an interest is whether the public could reasonably perceive that the interest in question might influence your words, actions or decisions. In this respect, it is advisable to err on the side of caution when deciding whether to register a particular interest.

A relevant interest is one which relates closely to HEFCW's activities. Interests may be financial or non-financial. You should declare your own personal interests, but also the interests of close family members (including partners; parents; children; siblings; and the personal partners of any of these), or of other persons living in the same household, where their interests are closely related to the activities of HEFCW.

The onus is on each Council/Committee member to ensure that the Chair and the Council Secretary, or the relevant Committee Secretary, is informed immediately of any additional interest acquired during the year which might result in a further conflict. In addition, at the end of each financial year every Council and Committee member will be contacted to ask them to review, and make any necessary changes or additions to, their declared interests.

What will happen to the information you submit

The information which you provide will be stored in a register of interests maintained by the Council Secretary. The register of interests is available to the public via publication on the HEFCW website.

Further details on declarations of interest

See the *Code of Practice for Members of the Higher Education Funding Council for Wales*, paragraphs 7.2 and 7.3 and the Appendix, sections 2 – 14. The *Code of Practice* is available on the HEFCW website at:

www.hefcw.ac.uk/council_and_committees/council_and_committees.aspx