



**The View Trust**  
MULTI-ACADEMY TRUST

## **BUSINESS AND PECUNIARY INTERESTS POLICY**

### **THE VIEW TRUST**

#### **INTRODUCTION**

The intention of this policy is to ensure that The View Trust can demonstrate that no undue influence has been applied or could be said to have been applied by any supplier or anyone else dealing with The View Trust or any of the Academies contained within.

The Trust must be able to prove that all decisions are reached on the basis of value for money and for no other reason. Any consideration of whether or not the principles of this Policy have been breached will be determined by reference to this provision. Therefore, any breach of this Policy could lead to disciplinary action and may constitute gross misconduct.

#### **IMPLEMENTATION**

As a general rule, business gifts and hospitality must not be accepted by any Member, Trustee, Governor or member of staff, except as provided for below:

- 1) Personnel are permitted to accept gifts, rewards or benefits from members of the public or organisations the Academy has official contacts with only where they are isolated gifts of a trivial character ( such as diaries or calendars )
- 2) Gifts must not be accepted if they appear to be disproportionately generous or could be construed as an inducement to effect a business decision
- 3) Where purchased items include a “free gift”, such gifts must be passed to the Finance Team to be used for Academy business or for use at charity raffles etc.
- 4) In relation to conventional hospitality (lunches, outings, tickets for events etc.) provided that it is normal and reasonable in the circumstances they may be accepted. Such invitations should not be accepted where there is no reasonable business justification for doing so
- 5) Where an invitation is disproportionately generous, or where the invitation could be seen as an inducement to affect a business decision, it must be declined
- 6) Any hospitality other than of a nominal value (up to £15) or facilities provided during the normal course of business should be reported for an entry in the Register of Business and Pecuniary Interests

Personnel shall not use their authority or office for personal gain and shall seek to uphold and enhance the standing of the Academy by:

- 1) Maintaining an unimpeachable standard of honesty and integrity in all their business relationships
- 2) Complying with the letter and spirit of the law, and contractual obligations, rejecting any business practice that might be deemed improper
- 3) At all times in their business relationships acting to maintain the interests and good reputation of the Trust
- 4) Any personnel who become aware of a breach of policy must report this immediately to the Executive Principal who will instigate investigations as necessary
- 5) Any personal interest that may impinge or might reasonably be deemed by others to impinge on a person's impartiality or conflict with the duty owed to the Academy in any matter relevant to an employee's duties (such as conflicting business interests) should be declared in writing
- 6) Any person who is aware of any business dealings conferring personal gain, or involving relatives or associates of members of staff must supply details of such transactions for entry into the Register of Business and Pecuniary Interests

#### **REGISTER OF BUSINESS AND PECUNIARY INTERESTS**

Each Academy within The View Trust must retain a register of Business and Pecuniary Interests; this register will be held by the Office Team within each school and validated annually by the Academy Finance Team. All interests of Members, Trustees and Governors associated with The View Trust will also be declared on the Trust website.

This Policy will be reviewed by the Board of Trustees on a 3-yearly cycle

Person responsible for the Policy:	School Business Manager (Tor View School)
Colleagues affected by this Policy:	All Trust employees
Approved and adopted by Trustees:	5 <sup>th</sup> June 2017
Next Review:	2020