



THE FACULTY OFFICE

Policy on staff with responsibilities to both the Faculty Office and LBMW (Conflicts of interest policy)

Overview

All staff of the Faculty Office are jointly employed by the Faculty Office and Lee Bolton Monier-Williams LLP ("the Firm") with which the Faculty Office has a shared services agreement. For staff to avoid, declare and manage conflicts of interest between these respective organisations the following policy has been devised.

Principles

1. Staff to act in the best interests of the Faculty Office and the Firm
2. For the division of time and effort between the two bodies to be understood so that neither body lose out financially or in human resource
3. For conflicts of interest to be identified and resolved

Practicalities

The following practical points are designed to further the principles. The detailed agreement between the Faculty Office and the Firm is set out in the common services agreement between the two entities.

- 2.1. The Firm at the reasonable request of the Faculty Office jointly employs such persons who are required to discharge work for the Faculty Office.
- 2.2 The two bodies jointly determine the job specification and contract of employment of each jointly employed member of staff including the estimated proportion of time which may be spent devoted to work for the Faculty Office (which may be as much as 100%).
- 2.3 Staff members are expected to discharge their responsibilities when working on Faculty Office or Firm work to the best of their ability and efforts.
- 2.4 Staff members must notify their line manager if they consider that their ability to discharge their responsibilities for one of the employers is being impaired by demands placed upon them by the other, or their loyalty to one is being tested by the loyalty to the other.
- 2.5 The split in responsibilities and the question of conflicts will be explored at every appraisal and end of probationary period.
- 2.6 If a member of staff wishes to raise a whistleblowing concern about the operation of this policy they may speak to the Master of the Faculties, the chair of the Master's Advisory Board, a trade union representative or the Legal Services Board. (see also the Whistleblowing policy)
- 2.7 The employee handbook and other policies and procedures of the Firm as regards human resource matters including such matters as holidays, sickness, grievances and discipline apply

to all jointly employed staff and the Firm shall not make changes to the handbook and other policies and procedures without reasonable consultation with the Faculty Office.

- 2.8 Jointly employed staff are line managed by the Registrar of the Faculty Office when engaged on Faculty Office work and by the relevant Head of Department or Practice Manager when engaged on work for the Firm (although normally the relevant Head of Department will be the head of the Ecclesiastical, Education and Charities Department who is also the Registrar of the Faculty Office).
- 2.9 All jointly employed staff aside than secretarial, administrative or general office staff record their time on the centralised system operated by the Firm so that it is known what the split is between Firm and Faculty Office work and the sub-categories of work listed for each party.
- 2.10 Where employment issues concern both the Firm and the Faculty Office, for example through performance management and disciplinary concerns, the Firm and Faculty Office liaise to ensure that the interests of both employers are taken into account whether by forming a committee of two or more representatives of both parties or by appointing a single agreed representative of both employers.
- 2.11 Where the actual time incurred by a staff member on their respective responsibilities differs from the agreed proportion, there is an adjustment in the level of the management charge paid by the Faculty Office to the Firm at the end of each period.
- 2.12 The Firm will not employ or take on a client who is a practising notary.

Date: 13th January 2022