

Møller Institute Publication Scheme

- **Who we are and what we do.**

Details of our organisational structure, key roles and responsibilities can be found on our website.

- **What we spend and how we spend it.**

Our accounts and accompanying strategic review are available on Companies House website.

- **What our priorities are and how we are doing.**

Our strategic review in our annual report provides an overview of our actions, risks and future outlook.

- **How we make our decisions**

Operational decisions are taken by our Senior Leadership Team; strategy and larger decisions are taken by our Board of Directors. Membership of these two bodies is published on our website.

- **Our policies and procedures**

Details of our policies and procedures are available on request.

- **Lists and registers.**

Register of interests: Any conflict of interest is discussed at Board meetings and recorded within the meeting minutes.

Register of gifts and hospitality: Head of HR maintains an electronic record of all gifts and hospitality received by staff members.

Asset register: assets are listed in our annual Accounts.

CCTV is in operation across our site (CB3 0DS).

- **Services we offer.**

Details of our services can be found on our website. These include:

- Services for Executive education provision: Møller Institute provides executive education to businesses and individuals
- Services for conferencing clients: Møller Institute provides a conferencing service.