

# Declaration of Interest(s) Form



**This form should be completed on an annual basis as a minimum or where there has been a change in circumstances.**

Conflicts of interest may occur if a decision of the Council could affect you directly, or indirectly via close friends and relatives, either positively or negatively. To ensure compliance with the Council's Code of Conduct it is necessary for employees to declare if they have an interest or potential interest.

## **What types of interests should be declared?**

You should ask yourself the question "Would a member of the public think that my family, close friends or I would benefit from the connection between my personal interest and my employment?"

## **How do I know if I have an interest?**

If you or a relative (see below for definition of relative), friend or anyone you have a close personal association with:

1. Is involved in an organisation/business that deals with the Council or is likely to have or has existing or proposed contracts with the Council e.g. contractors, suppliers, local businesses, property developers, etc.
2. Is a member of an organisation or group which may oppose Council policies or be impacted by a Council policy or decision.
3. Undertakes a role outside of work that may be impacted by Council decisions e.g. acting as a school governor, member of an NHS trust board, etc.

**IN SUCH A SITUATION YOU MUST DECLARE YOUR INTEREST USING THIS FORM.**

Please note that individuals are free to take part in activities organised and authorised by the Trade Unions without declaring an interest.

## **Definition of "Relative"**

A relative means a spouse (husband or wife), partner, parent, parent-in-law, son, daughter, step-son, stepdaughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons. "Partner" means a member of a couple who live together.

## **Implications**

Under section 117 of the Local Government Act 1972 you must disclose any interest in an existing or proposed contract in writing as soon as is reasonably practicable. If a relationship may give rise to a real or perceived conflict of interest, trust issue or breach of confidentiality you must declare it to your manager or other appropriate person, in confidence, as soon as you can. Failure to declare such a relationship could lead to disciplinary action.

**What you need to do**

- Enter your personal details below.
- Indicate whether or not you have any Interest(s)
- Enter the relevant information in the “Details of Interest(s)” section.
- Sign, date and give the form to your Manager or Chief Officer.

Name:

Directorate/Service:

I **do not** have any Interest(s)

I have the following Interest(s) – please detail below

Details of Interest(s):

Signature:

Date: