



Code of Conduct

DECLARATION OF EMPLOYEES' INTERESTS

As a general principle, employees should err on the side of caution and declare interests where it could reasonably be considered that they may be a conflict of interest with those of the Council. Where interests are declared, compensating/safeguarding controls need to be put in place to ensure that employees are not involved in any transactions/decisions relating that particular party/property/contract/interest etc. This does not negate the need to disclose interests as required by section 112. Further information on the types of 'interests' that need to registered are contained within the following pages of this form/Code of Conduct.

EMPLOYEE NAME	DIRECTORATE/BUSINESS UNIT	DATE	EMPLOYEE SAP NUMBER
A N Officer	xxxxx (Directorate) xxxxx (Business Unit)	2018/31/05	000000
DECLARATION OF INTEREST		DETAILS	
1. Governor of educational establishment		N/A	
2. Involvement with organisation receiving grant aid from the Council (including close relatives)		N/A	
3. Involvement in companies (state company and position) (including close relatives)			
4. Relationships to/with any other employee/Councillor and/or relationships/interest with external clients/contractors		In a close personal relationship with A N Contractor, The Emporium, Product Street, Any Town, SG99 0PQ who is on the current approved supplier list of xxxx (service/product) to the Council.	
5. Membership of secret societies as defined by LGE		N/A	
6. Beneficial interest in land or property		N/A	
7. Intent to bid for land or property owned by the Council		N/A	
8. Others (please specify)		N/A	
Applicable to employees employed in a position responsible for letting or supervising contracts or selecting suppliers or contractors, including those relating to investments: N/A			
Holding of shares or other securities, excluding banks and building societies, (state name of company/body, declaration of size or nature or holding is not necessary)		N/A	

Employee Signature: *A N Officer*

Date: *2018/31/05*

To be completed by Service Director	
Control:	Review/Notify/Authorisation:
<p>A N Officer (1) must not take part in any decision making or process any transaction(s) either of a financial or non-financial nature with A N Contractor.</p> <p>A N Officer (2) has been identified to manage all aspects of the contract with A N Contractor, this is to include all processes relating to the placing of orders, arranging payments, refunds etc.</p> <p>A N Officer (2) will also manage any future tender process should A N Contractor bid for future contracts with the Council.</p> <p>Should the nature of the relationship change or where any changes relating to the original declaration arise, A N Officer (1) must ensure they are declared accordingly.</p>	<p>Annual review in line with policy.</p> <hr/> <p>Details relating to this declaration and the identified safeguarding controls are to be shared with:</p> <p>A N Officer A N Officer (2) A N Manager</p> <hr/> <p>Service Director Signature:</p> <p>Date:</p>

Checklist – for use by Nominated Recording Officer:

	Action	Initial & Date
•	Acknowledge initial receipt of declaration form with employee (CC Service Director)	
•	Make appropriate entry in the Register of Employee Interests/Offer(s) of Benefit(s)	
•	Forward this declaration form to the Service Director for consideration and identification of any compensating/safeguarding controls/review timescales	
•	Finalise entry in the Register of Employee Interests/Offer(s) of Benefit(s) detailing any compensating/ safeguarding controls, review arrangements etc	
•	Inform employee (CC Service Director/appropriate manager as identified) of outcome/safeguarding controls/review arrangements etc	
•	Arrange to file this declaration form and all related correspondence in line with Retention Schedule	



Code of Conduct
DECLARATION OF EMPLOYEES' INTERESTS
ADDITIONAL NOTES FOR GUIDANCE

Please refer to the Council's Code of Conduct Policy which is aimed at making employees aware of the standards of behaviour/conduct which are expected of them by the Council. As a general principle employees should err on the side of caution and declare any conflict of interest where it could reasonably be considered that they may be a conflict of interest with those of the Council. The following additional information below may assist with the types of 'interests' that should be registered.

1. **Membership of Governing Bodies** including all schools maintained by the Council, all further education establishments and all grant maintained schools. Involvement could be either paid or unpaid.
2. **Involvement in Companies** including directorships and company secretary positions, or any other position where a person is actively involved in the running of a company's affairs, where the company has, or may have, a contractual relationship with the Council.
3. **Relationship to/with any other employee/Councillor of the Council, and/or relationships/interest with external clients/contractors.** (eg close friend/ relative, eg a spouse/partner, parent, sibling, son, daughter including 'in laws').
4. **Membership of a secret society.** These are defined by the Local Government Employers, ie it is recommended that this definition is used to determine whether a declaration should be made. The LGE use the following definition:
 'any lodge, chapter, society, trust or regular gathering or meeting, which:
 - a) is not open to members of the public who are not members of that lodge, chapter, society or trust;
 - b) includes in the grant of membership an obligation on the part of the member a requirement to make a commitment (whether by oath or otherwise) of allegiance to the lodge, chapter, society, gathering or meeting; and
 - c) includes, whether initially or subsequently, a commitment (whether by oath or otherwise) of secrecy about the rules, membership or conduct of the lodge, chapter, society, trust, gathering or meeting.

A lodge, chapter, society, trust, gathering or meeting as defined above, should not be regarded as a secret society if it forms part of the activity of generally recognised religion'.
5. **Beneficial interest in land or property.** This excludes the employee's own dwelling and only relates to land and property within the Council's boundary.
6. **The intention to bid for the purchase of land or property owned by the Council** should be made as soon as practicable. Section 117 of the Local Government Act also requires that the interest be declared to the Executive Director/Chief Executive who shall also inform the Service Director of Finance.
7. Please specify interest and nature of interest.
8. The holding of shares or other securities, in a company or other body with whom the Council contracts or is considering contracting, must be declared if the holding exceeds £25,000 or more than 1/100th of the nominal value of the issued share capital, whichever is less. The

size and nature of the holding need not be declared, simply the name of the company. This requirement does not extend to banks or building societies.

EXAMPLE