

OFFICERS' DECLARATION OF INTERESTS FORM

When to use this form

Use this form when something in your private life might create the appearance (whether true or not) that you might be making a decision in your professional life based on your own best interests rather than the public interest, or might be getting a benefit in your private life because of your job with the council. Examples include

- You or a relative is applying for planning permission from the council
- You, a relative or a family business is seeking a contract with the council
- You have a stake in a business that is related to your work for the council or have any other work or employment outside of your employment with the Council that is related to the work you carry out for the Council

How to use this form

The Officer declaring an interest must complete sections 1 and 2 of this form and submit the form to their line manager.

The Officer's line manager must then complete Sections 3, 4 and 5 as appropriate. The line manager must seek advice from their Chief Officer, or from the Monitoring Officer, about what arrangements are appropriate in order to manage the declared interest.

Section 1 – About the officer declaring an interest

Name of Officer:	
Officer's Job Title:	

Section 2 – About the Interest

What does the interest relate to? E.g. File reference, application number, contract name or situation
What is your private interest in this matter? E.g. my brother is applying for a job, my wife's business is seeking a contract with the council, I have set up a business, am employed by a business, or otherwise carry out work for a business, that will be regulated by the department for which I work
Officer submitting the declaration of interest:-

Signed Date

Section 3 – Assessing the impact of the interest

Please answer the questions below. In doing so it is important to judge the appearance that will be created and whether someone might object to a decision made by the council, or have less confidence in the impartiality of the council as a result of the officer's interest.

A. Would a member of the public reasonably think it is possible that because of the interest the officer might:		
	Yes	No
• Make a decision for personal reasons rather than in the public interest?		
• Treat someone more or less favorably because of the interest?		
• Not make an impartial decision?		
B. Would a member of the public reasonably think it is possible that because of the officer's employment with the council that officer, one of the officer's family or friends or a business owned by the officer, the officer's family or friends might:		
	Yes	No
• Receive favorable or more lenient treatment than someone else?		
• be given a benefit, contract etc that someone else would not receive?		

If the answer to all of the above questions is no then no further action is needed and the interest can simply be recorded on file.

If the answer to any of the above questions is yes then please complete Section 4

Section 4 – Putting arrangements in place to manage the interest

The aim of this section is to decide what arrangements need to be put in place to give the public confidence that the interest will not affect how the council carries out its functions.

What arrangements will you put in place to prevent any suggestion that the officer's interest might

- have an impact on how the officer carries out the duties of his/her post
- affect a decision made by or on behalf of the council?

In deciding on those arrangements consider the following:

- *The more significant an interest is the more likely it is that you will need to put arrangements in place.*
- *An interest is more significant if*
 - *it will affect the officer, the officer's close family or a close friend*
 - *relates to the officer's home or the home of close family or a close friend*
 - *will have a financial impact on the officer, the officer's close family or a close friend*
- *You will need to put arrangements in place if the officer is responsible for making decisions on behalf of the council e.g. deciding whether to issue enforcement action or grant permission, awarding contracts, offering employment etc*
- *Could the interest have an effect on the council's or officer's reputation?*
- *Will it be possible to supervise or oversee any tasks/decision made by the officer or do they have to work largely unsupervised?*
- *Arrangements to manage the interest could include actions such as getting another officer to carry out specific tasks, supervising the officer's work or correspondence, arranging for external contractors to carry out certain tasks, allocating the officer to a team that works in a part of the county where the interest does not have an impact*
- *If the Officer's expertise in the matter means there are no other relevant officers who can undertake the task, or certain parts of the task, you should put in place procedures and safeguards, such as regular consultations between you and the Officer, to check the progress of the matter. You may consider that the matter should be ultimately decided by you or another officer, once the Officer has carried out the work on the matter that their particular expertise requires. The arrangements must ensure the matter is appropriately dealt with so there can be no suggestion that a decision that is made has been affected by the personal interests of the Officer.*
- *If you consider that the interest may be perceived to affect the Officer's ability to conduct the matter impartially and in the Public Interest but are not sure of what arrangements should be made to prevent the interest from impacting on council business, you must seek advice from your Chief Officer or the Monitoring Officer*

For any issues arising from an employee's secondary employment (including whether such employment should be permitted at all) see the Recruitment and Selection Policy and Working Hours Policy

Section 5 – who needs to know about the arrangements to manage an interest for them to be effective?

Arrangements to manage an interest will only be effective if the people who need to know about them are told of their existence.

Who needs to know about the arrangements to manage an interest in order for those arrangements to be effective?

Consider the following

- *Which other officers or councillors might ask the officer questions about the matter or seek advice from the officer in relation to it?*
- *Will anyone be relying on the officer's advice to make a decision on the matter?*
- *Is there an applicant, objector or member of the public who might write to or speak to the officer?*

Officer's line manager

Signed

Date of signature

Print name.....