

To: All Staff

EMPLOYEES' REGISTER OF INTERESTS

This is a reminder to all staff about the '*Employees' Register of Interests*' and of the need for each of us to keep our declarations of interest up to date. This duty arises under the Employee Code of Conduct, which was agreed some years ago between Senior Managers, Unison and Staff Representatives.

It requires all members of staff to declare the following:-

(1) To your Head of Service

Any financial interests which could conflict [or might appear to conflict] with the Council's interests - this might include situations that can arise from time to time, such as:-

- Where you make a planning application, or are objecting to one;
- Buying land from, or selling of land to, the Council;
- Having a partner who has business dealings with the Council;
- Carrying out work in a private capacity which would create such potential for conflict;

(2) To your Line Manager

Any non-financial interests that you believe could bring about conflict with the Authority's interests – examples of this might include:-

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- Those occasions when a close friend or relative is doing any of the above;
- Where you are a member of a society, pressure group, charity, etc which is having significant dealings with the Council; or
- Where you are personal friends with another officer who has delegated powers to make a decision which is likely to significantly affect you.

(3) To your Line Manager

Any membership of any organisation which is not open to the public - an example of this would be Freemasonry

A copy of each declaration should then be forwarded by Heads of Service and/or Line Managers to me (as the Council's Monitoring Officer) for me to include in the *Employees' Register of Interests*. The Register may be inspected by auditors as part of our internal audit procedures.

Can I emphasise that it does not in any way make you a bad person to have been involved in any of the transactions/relationships mentioned above?! This is

simply part of the duty - which we all have - to demonstrate in a transparent way the high levels of ethical standards and professionalism to which all members and officers of this Council are committed.

If this note has prompted you to remember some such interest that you may have overlooked, then can you please be sure to let your line manager/Head know by the end July.

- (4) For completeness, can I also remind those Officers who attend meetings of the Council, the Executive, and Scrutiny, of the Standing Order about declarations which also need to be made at such meetings? The relevant part of SO 22 (“Interests of Members and Officers”) is as follows:-
- (a) *Any officer of the Council present at a meeting when an item involving a disclosable interest is under consideration, shall draw the attention of the meeting to that interest.*
 - (b) *A “disclosable interest” is an interest which, if the officer were a Member of the Council, would need to be declared under the Council’s adopted Code of Conduct as a prejudicial interest.*
 - (c) *No such duty shall arise regarding an item which merely relates to the general terms and conditions of employment of all staff employed by the Council.*

If you need any advice as to how this note might affect you – please let me know

JEREMY THORNBERRY
MONITORING OFFICER

July 2006