



## AUDIT COMMITTEE – 8TH JUNE 2016

**SUBJECT: REGISTER OF EMPLOYEES' INTERESTS FORMS DURING 2015/16**

**REPORT BY: ACTING HEAD OF HUMAN RESOURCES AND ORGANISATIONAL DEVELOPMENT**

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### **1. PURPOSE OF REPORT**

- 1.1 The purpose of the report is to advise Members of the Audit Committee of the Register of Employees' Interests Forms completed by officers and agency workers for the 12 month period 1 April 2015 to 31 March 2016 and to provide a comparison with the same information for the previous 2 financial years.

### **2. SUMMARY**

- 2.1 Enclosed in the Appendices are summaries of the declarations received by Directorate, Service Area, Type and Relationship for the 12 month period 1 April 2015 to 31 March 2016.

### **3. LINKS TO STRATEGY**

- 3.1 The Council's Code of Conduct confirms that in performing their duties, employees must act with integrity, honesty, impartiality and objectivity and that they must act in accordance with the principles set out in this Code, recognising the duty of all public sector employees to discharge public functions reasonably and according to the law. This is a Statutory Code requirement.

### **4 THE REPORT**

- 4.1 The Council's Code of Conduct sets out guidance for employees on a range of issues, including declarations of interest, which will help them to maintain and improve the high standards of conduct within local government and to protect them from misunderstandings and confusion.
- 4.2 A Register of Employees' Interests must be kept by each Head of Service who will countersign the entries to show that they are aware of any declarations. The record will also show what steps are intended to protect the Council's interests in the circumstances.
- 4.3 A total of 129 declarations of interest were made in 2015/16 compared to 164 in 2014/2015 and 1,108 in 2013/2014. The Committee will recall that the Code of Conduct was reissued to all employees in 2013, hence the increased number.
- 4.4 In 2015/16 disclosures were made by 110 employees, 1 GAVO employee (seconded to Caerphilly CBC) and 1 agency worker compared to 120 employees and 1 agency worker in 2014/2015 and 651 employees and 4 agency workers in 2013/2014. Where multiple declarations have been made on one form they have been recorded individually.

- 4.5 Appendix 1 summarises the Declarations by Directorate and Service Area for the period 1 April 2015 to 31 March 2016 and a comparison with the previous 2 financial years.
- 4.6 Appendix 2 shows Declarations by Type divided into the 3 sections of the Register of Employees' Interest Form for the period 1 April 2015 to 31 March 2016 and a comparison with the previous 2 financial years:

- Relationship.
- Personal Interest.
- Gifts and Hospitality.

The Committee will be aware that Gifts and Hospitality is also the subject of a separate, quarterly report to the Audit Committee.

- 4.7 Appendix 3 shows Declarations by Relationship divided into the 4 sections of the form for the period 1 April 2015 to 31 March 2016 and a comparison with the previous 2 financial years:

- Councillor.
- Contractor.
- Employee.
- Other.

- 4.8 The Acting Head of Human Resources and Organisational Development will continue to monitor the returns and work with Heads of Service to improve their understanding, promote best practice and ensure compliance with the policy.

## **5. EQUALITIES IMPLICATIONS**

- 5.1 There are no equalities implications, as the reasons for declaring an interest apply equally to all staff, regardless of their individual characteristics.

## **6. FINANCIAL IMPLICATIONS**

- 6.1 None.

## **7. PERSONNEL IMPLICATIONS**

- 7.1 None.

## **8. CONSULTATIONS**

- 8.1 All consultation responses have been included in this report.

## **9. RECOMMENDATIONS**

- 9.1 The Audit Committee are asked to note the contents of this report.

## **10. REASONS FOR THE RECOMMENDATIONS**

- 10.1 To ensure members of the Audit Committee are updated on the current position with regard to Register of Employees' Interests Forms completed by officers for the 12 month period 1 April 2015 to 31 March 2016.

## 11. STATUTORY POWER

### 11.1 Local Government Act 2000.

Author: Lynne Donovan, Acting Head of Human Resources and Organisational Development.

Consultees: Improving Governance Project Group.  
Nicole Scammell, Director of Corporate Services and Section 151 Officer (Acting).  
Gail Williams, Interim Head of Legal Services and Monitoring Officer.  
Colin Jones, Head of Property and Performance Management.  
Cllr Christine Forehead, Cabinet Member for Human Resources and Governance.  
Alessandra Veronese, Programme Manager Improving Governance Programme Board.

Appendices:

Appendix 1 Declarations by Directorate and Service Area  
Appendix 2 Declarations by Type  
Appendix 3 Declarations by Relationship