



## **AUDIT COMMITTEE - 14TH JUNE 2017**

**SUBJECT: REGISTER OF EMPLOYEES' INTERESTS FORMS 2016/17**

**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 for the 12 month period 1 April 2016 to 31 March 2017 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 2016 to 31 March 2017.

### **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 the completion of a Register of Employee Interests form, which will help them to maintain and improve the high standards of conduct within local government and protect them from misunderstandings and confusion.
- 4.2 The completed Register of Employees' Interests forms are submitted to the appropriate Head of Service, Director or Chief Executive who countersign to show they are aware of the declaration. The form also records details of any controls / action taken to protect the Council's interests in the circumstances. A copy of the countersigned form is given to the employee and a copy sent to Human Resources for filing on the employee's personal file.
- 4.3 The Head of Service, Director or Chief Executive retains the original form and maintains a summary spreadsheet to record the forms.
- 4.4 On a monthly basis the summary spreadsheet or a nil return is submitted to Human Resources for collation and monitoring for consistency and compliance.

- 4.5 In 2016/17 declarations were made by 71 employees, compared to 110 employees, 1 GAVO employee (seconded to Caerphilly CBC) and 1 agency worker in 2015/16 and 120 employees and 1 agency worker in 2014/2015. Where multiple declarations have been made on one form they have been recorded individually.
- 4.6 Appendix 1 summarises the Declarations of Interest by Directorate and Service Area for the period 1 April 2016 to 31 March 2017 and a comparison with the previous 2 financial years.
- 4.7 A total of 89 declarations of interest were made in 2016/17 compared to 129 in 2015/16 and 164 in 2014/2015. A % breakdown of Declarations of Interest by type is shown below.

Type of Declaration	% of Declarations		
	2014/15	2015/16	2016/17
<b>Relationship</b>	50	41	40
<b>Outside Interest</b>	31	31	34
<b>Gifts and Hospitality</b>	19	28	26

- 4.8 Appendix 2 shows the detail of the Declarations of Interest by type shown above divided into the 3 sections of the Register of Employees' Interest Form for the period 1 April 2016 to 31 March 2017 and a comparison with the previous 2 financial years:
- 4.9 The information contained in the appendices confirms that relationships account for the highest number of declarations. The % breakdown by relationship is shown below.

Type of Relationship	% of Declarations		
	2014/15	2015/16	2016/17
<b>Councillor</b>	2	0	8
<b>Contractor</b>	11	9	14
<b>Employee</b>	68	62	53
<b>Other</b>	18	28	25

- 4.10 Appendix 3 shows the detail of the Declarations of Interest by Relationship for the period 1 April 2016 to 31 March 2017 and a comparison with the previous 2 financial years:
- 4.11 New declarations for Relationships with Councillors has increased to 8% for 2016/17.
- 4.12 Declarations of Relationships with Contractors accounted for 14% in 2016/17 compared to 9% in 2015/16 and 11% in 2014/15.
- 4.13 Relationships between employees produces the highest number of declarations and accounts for over 50% of the declarations made in respect of Relationships. The Code of Conduct requires that all family relationships are disclosed.
- 4.14 Percentages for declarations of Outside Interests have remained at a similar level over the last 3 years and include school governor posts, external employment and volunteering.
- 4.15 The Committee will be aware that Gifts and Hospitality is the subject of a separate, quarterly report to the Committee.
- 4.16 As the Committee will be aware, a poster campaign to raise awareness and remind employees of their responsibilities under the Code of Conduct took place in January 2017.
- 4.17 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. WELL-BEING OF FUTURE GENERATIONS**

- 5.1 Having considered the five ways of working, they will not be affected by the contents of this report.

## **6. EQUALITIES IMPLICATIONS**

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

## **7. FINANCIAL IMPLICATIONS**

- 7.1 None.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 The personnel implications are included in this report.

## **9. CONSULTATIONS**

- 9.1 There are no consultation responses that have not been included in the report.

## **10. RECOMMENDATIONS**

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

## **11. REASONS FOR THE RECOMMENDATIONS**

- 11.1 The recommendations are designed 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 2016 to 31 March 2017.

## **12. STATUTORY POWER**

- 12.1 Local Government Act 2000.

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### Appendices:

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