

APPENDIX 4 – DECLARATION OF INTERESTS FORM

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|--|--|--------------------|--|
| Employee's Name: | | Employee's Number: | |
| Job Title: | | | |
| Directorate | | | |
| Service Area, School or Establishment: | | | |

| Type of Declaration | Details | | |
|---|--|-------|--|
| Relationship: Councillor <input type="checkbox"/> Contractor <input type="checkbox"/> Employee <input type="checkbox"/> Other <input type="checkbox"/> | Name: Post Title: Nature of my relationship to the named person: Details of any potential contact/conflict of interest: | | |
| Personal interest or membership of an organisation, business, professional body or secret society e.g. School Governing Body, voluntary organisation role, involvement in a family business | Description of my interest: Name and location of organisation concerned (if applicable): Effective date: Financial benefit / implication: Details of steps that could be taken to protect the Council's interest: | | |
| Gifts and Hospitality | Was the gift / hospitality to you or to an immediate relative? (if a relative, please give the relative's name and their relationship to you): Description of gift, hospitality or sponsorship: Supplier name / organisation: Date offer made: Approximate value: Accepted / Declined and reason for decision | | |
| Employee's Signature: | | Date: | |

Completed By Head of Service

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|--|--|-------|--|
| Details of any controls/ action taken to protect the Council's interests | | | |
| Name of Head of Service: | | | |
| Head of Service Signature: | | Date: | |

Circulation of Completed Form

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| Original copy retained by Head of Service: | |
| Date Copy Sent to Employee: | |
| Date copy emailed to HR Strategy and Development for filing on employees personal file: | |
| Date Directorate Summary Spreadsheet updated: | |

Version: 2
Date Verified: November 2014

