



AUDIT COMMITTEE – 15TH OCTOBER 2019

SUBJECT: REGISTER OF EMPLOYEES' INTERESTS FORMS 2018/19

REPORT BY: HEAD OF PEOPLE SERVICES

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to provide the Audit Committee with information regarding the Register of Employees' Interests Forms completed by officers of the Council (excluding Schools) for the 12 month period 1 April 2018 to 31 March 2019 and 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 2018 to 31 March 2019.

3. RECOMMENDATIONS

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

4. REASONS FOR THE RECOMMENDATIONS

- 4.1 The recommendations are designed to ensure members of the Audit Committee have an oversight of the position in relation to officers' Register of Employees' Interests Forms.

5. THE REPORT

- 5.1 The Council's Code of Conduct for Employees sets out guidance for employees on a range of issues, including the completion of a Register of Employee Interests form, which will help maintain and improve the high standards of conduct within local government and protect employees from misunderstandings and confusion.
- 5.2 Completed Register of Employees' Interests forms are submitted to Heads of Service, Directors or the Chief Executive who countersign the forms 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 outlined on the form. 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.

- 5.3 The Head of Service, Director or Chief Executive retains the original form and maintains a summary spreadsheet to record the forms. On a monthly basis the summary spreadsheet or a nil return is submitted to Human Resources for collation and monitoring for consistency and compliance.
- 5.4 In 2018/19 declarations were made by 80 employees and 2 agency workers, in 2017/18 declarations were made by 94 employees and 1 agency worker compared to 2016/17 when declarations were made by 71 employees. Where multiple declarations have been made on one form they have been recorded individually.
- 5.5 Appendix 1 summarises the Declarations of Interest by Directorate and Service Area for the period 1 April 2018 to 31 March 2019 and a comparison with the previous 2 financial years. The declarations for the previous years have been adjusted to reflect the current Directorate structures.
- 5.6 A total of 93 declarations of interest were made in 2018/19, compared to 122 in 2017/2018 and 89 in 2016/17. A percentage breakdown of Declarations of Interest by Type is shown below:

Type of Declaration	% of Declarations		
	2016/17	2017/18	2018/19
Relationship	40	63	29
Outside Interest	34	28	33
Gifts and Hospitality	26	9	38

- 5.7 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 2018 to 31 March 2019 and a comparison with the previous 2 financial years.
- 5.8 Percentages for declarations of Outside Interests have increased to 33% and include school governor posts, external employment and volunteering.
- 5.9 The Audit Committee will be aware that Gifts and Hospitality is the subject of a separate, quarterly report to the Committee.
- 5.10 The information contained in the Appendices confirms that Relationships account for the highest number of declarations. The percentage breakdown by Relationship is shown below:

Type of Relationship	% of Declarations		
	2016/17	2017/18	2018/19
Councillor	8	2	4
Contractor	14	12	4
Employee	53	69	85
Other	25	17	7

- 5.11 Appendix 3 shows the detail of the Declarations of Interest by Relationship for the period 1 April 2018 to 31 March 2019 and a comparison with the previous 2 financial years.
- 5.12 New declarations for Relationships with Councillors have increased to 4% for 2018/19.

- 5.13 Declarations of Relationships with Contractors reduced to 4% in 2018/19 compared to 12% in 2017/18 and 14% in 2016/17.
- 5.14 Relationships between Employees produced the highest number of declarations and accounts for 85% of the declarations made in respect of Relationships. The Code of Conduct requires that all family relationships are disclosed.
- 5.15 As the Audit 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.

5.16 **Conclusion**

The Head of People Services will continue to monitor the declarations submitted and work with Heads of Service to improve their understanding, promote best practice and corporate compliance of the Code of Conduct where appropriate.

6. **ASSUMPTIONS**

- 6.1 There are no assumptions made within this report.

7. **LINKS TO RELEVANT COUNCIL POLICIES**

- 7.1 The Council's Code of Conduct for Employees 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.

7.2 **Corporate Plan 2018-2023**

Whilst this report does not specifically contribute towards the Corporate Well-being Objectives, it does support good governance which is the foundation of the Council's performance management framework.

8. **WELL-BEING OF FUTURE GENERATIONS**

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

9. **EQUALITIES IMPLICATIONS**

- 9.1 There are no equalities implications, as the reason for declaring an interest applies equally to all staff, regardless of their individual characteristics.

10. **FINANCIAL IMPLICATIONS**

- 10.1 None.

11. **PERSONNEL IMPLICATIONS**

- 11.1 The personnel implications are included in this report.

12. CONSULTATIONS

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

13. STATUTORY POWER

13.1 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

Appendix 1

Declarations by Directorate and Service Area 2016/2017, 2017/2018 and 2018/19

Directorate	2016/17	2017/18	2018/19
Communities	32	32	28
Education and Corporate Services	33	63	21
Social Services and Housing	24	27	44
Total	89	122	93

Directorate / Service Area	2016/17	2017/18	2018/19
Communities	32	32	28
Public Protection, Community and Leisure Services	14	17	7
Infrastructure	4	3	9
Planning and Regeneration	12	10	8
Property Services	2	2	4
Education and Corporate Services	33	63	21
Business Improvement	2	4	1
Corporate Finance	1	13	1
Customer and Digital Services	6	36	12
Education Planning and Strategy	5	0	4
Learning Education and Inclusion	2	2	0
Legal and Governance	7	6	3
People Services	10	2	0
Social Services and Housing	24	27	44
Adult Services	6	4	31
Childrens Services	1	3	0
Caerphilly Homes	17	20	13
Overall Total	89	122	93

NB The declarations for the previous years have been adjusted to reflect the current Directorate structures.

Appendix 2
Declarations by Type 2016/2017, 2017/2018 and 2018/19

<i>Type of Declaration</i>	<i>2016/17</i>	<i>2017/18</i>	<i>2018/19</i>
Relationships	36	77	27
Councillor	3	2	1
Contractor	5	9	1
Employee	19	53	23
Other	9	13	2
Outside Interest - Financial	16	22	18
Business Relationship	0	0	0
Outside Employment	13	22	18
Personal Interest	3	0	0
Outside Interest - Non Financial	14	12	13
Membership of a Political Organisation	0	0	0
Membership of an External Body	11	5	3
Outside Employment - Unpaid	1	0	0
Personal Interest	2	5	9
Volunteering	0	2	1
Gifts and Hospitality	23	11	35
Gift	12	8	31
Hospitality	11	3	4
Other	0	0	0

Appendix 3
Declarations by Relationship 2016/2017, 2017/2018 and 2018/19

	2016/17	2017/18	2018/19
Relationship - Councillor	3	2	1
Child / Step Child	0	0	1
Cousin including in-Law	1	0	0
Grandparent including Great / in-Law / Step / Civil / Ex	1	1	0
Husband / Wife including Partner / Civil Partner / Ex	0	1	0
Parents-in-Law including Civil / Partner / Ex	1	0	0
Relationship - Contractor	5	9	1
Brother / Sister	0	2	0
Brother / Sister in-Law	0	1	0
Child / Step Child	0	0	1
Cousin including in-Law	1	1	0
Friend / Acquaintance	1	1	0
Husband / Wife including Partner / Civil Partner / Ex	2	3	0
Parent / Step	1	1	0
Relationship - Employee	19	53	23
Aunt / Uncle including in-Law / Step / Civil / Ex	2	3	2
Brother / Sister	2	6	5
Brother / Sister in-Law	0	3	0
Child / Step Child	0	11	4
Cousin including in-Law	1	2	1
Fiancé / Fiancée including Girl / Boy Friend / in-Law / Ex	4	2	0
Friend / Acquaintance	1	0	0
Husband / Wife including Partner / Civil Partner / Ex	8	13	3
Niece / Nephew including in-Law / Great / Step	0	0	1
Parent / Step	1	10	4
Parents-in-Law including Civil / Partner / Ex	0	0	2
Son / Daughter in-Law	0	3	1
Relationship - Other	9	13	2
Aunt / Uncle including in-law / Step / Civil / Ex	0	1	0
Child / Step Child	1	0	0
Cousin including in-Law	1	1	0
Fiancé / Fiancée including Girl / Boy Friend / in-Law / Ex	1	0	0
Friend / Acquaintance	1	1	1
Godparent / Godchild	0	1	0
Grandparent including Great / in-Law / Step / Civil / Ex	0	1	0
Husband / Wife including Partner / Civil Partner / Ex	3	4	1
Niece / Nephew including in-Law / Great / Step	1	0	0
Parent / Step	1	2	0
Parents-in-Law including Civil / Partner / Ex	0	2	0