



## **GOVERNANCE AND AUDIT COMMITTEE – 8TH JUNE 2021**

**SUBJECT: REGISTER OF EMPLOYEES' INTERESTS FORMS 2020/21**

**REPORT BY: HEAD OF PEOPLE SERVICES**

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

- 1.1 The purpose of the report is to provide the Governance and 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 2020 to 31 March 2021 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 completed by officers of the Council (excluding Schools) by Directorate, Service Area, Type and Relationship for the 12 month period 1 April 2020 to 31 March 2021.

### **3. RECOMMENDATIONS**

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

### **4. REASONS FOR THE RECOMMENDATIONS**

- 4.1 The recommendation is designed to ensure members of the Governance and 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 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 2020/21 declarations were made by 39 employees compared to 2019/20 declarations were made by 103 employees and 1 agency worker; 2018/19 declarations by 80 employees and 2 agency workers. 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 2020 to 31 March 2021 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 47 declarations of interest were made in 2020/21 compared to 152 in 2019/20 and 93 in 2018/19. A percentage breakdown of Declarations of Interest by Type is shown below:

| Type of Declaration          | % of Declarations |         |         |
|------------------------------|-------------------|---------|---------|
|                              | 2018/19           | 2019/20 | 2020/21 |
| <b>Relationship</b>          | 29                | 49      | 34      |
| <b>Outside Interest</b>      | 33                | 31      | 53      |
| <b>Gifts and Hospitality</b> | 38                | 20      | 9       |
| <b>Annual Leave</b>          | 0                 | 0       | 4       |

- 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 2020 to 31 March 2021 and a comparison with the previous 2 financial years.
- 5.8 Declarations of Interest regarding Annual Leave carry over were made by members of the senior management team, in the interests of transparency. A separate report was submitted to Cabinet on 24 February 2021 regarding annual leave balances in excess of 5 days being carried over for the year 2020 relating to employees across the Council.
- 5.9 The percentage for declarations of Outside Interests have increased to 53% and include school governor posts, external employment and volunteering. Appendix 2 shows the detail.
- 5.10 The Governance and Audit Committee will be aware that Gifts and Hospitality is the subject of a separate, quarterly report to the Committee.

- 5.11 Appendix 3 shows the detail of the Declarations of Interest by Relationship for the period 1 April 2020 to 31 March 2021 and a comparison with the previous 2 financial years. A percentage breakdown by Relationship is shown below:

| Type of Relationship | % of Declarations |         |         |
|----------------------|-------------------|---------|---------|
|                      | 2018/19           | 2019/20 | 2020/21 |
| Councillor           | 4                 | 1       | 6       |
| Contractor           | 4                 | 4       | 19      |
| Employee             | 85                | 75      | 56      |
| Other                | 7                 | 20      | 19      |

## 5.12 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. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

- 7.1 As this report is for information only an Integrated Impact Assessment is not required.

## 8. FINANCIAL IMPLICATIONS

- 8.1 None.

## 9. PERSONNEL IMPLICATIONS

- 9.1 The personnel implications are included in this report.

## 10. CONSULTATIONS

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

## 11. STATUTORY POWER

- 11.1 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 2018/19, 2019/20 and 2020/21

| Directorate                      | 2018/19   | 2019/20    | 2020/21   |
|----------------------------------|-----------|------------|-----------|
| Chief Executive                  | 0         | 4          | 2         |
| Communities                      | 28        | 9          | 26        |
| Education and Corporate Services | 21        | 61         | 6         |
| Social Services and Housing      | 44        | 78         | 13        |
| <b>Total</b>                     | <b>93</b> | <b>152</b> | <b>47</b> |

| Directorate / Service Area                           | 2018/19   | 2019/20    | 2020/21   |
|--|-----------|------------|-----------|
| <b>Chief Executive</b>                               | <b>0</b>  | <b>4</b>   | <b>2</b>  |
| <b>Communities</b>                                   | <b>28</b> | <b>9</b>   | <b>26</b> |
| Director   | 0         | 1          | 3         |
| Infrastructure                                       | 9         | 5          | 2         |
| Property Services                                    | 4         | 0          | 1         |
| Public Protection,<br>Community and Leisure Services | 7         | 3          | 3         |
| Regeneration and Planning                            | 8         | 0          | 17        |
| <b>Education and Corporate Services</b>              | <b>21</b> | <b>61</b>  | <b>6</b>  |
| Director   | 0         | 4          | 0         |
| Business Improvement                                 | 1         | 31         | 0         |
| Corporate Finance                                    | 1         | 0          | 3         |
| Customer and Digital Services                        | 12        | 3          | 1         |
| Education Planning and Strategy                      | 4         | 8          | 1         |
| Learning Education and Inclusion                     | 0         | 11         | 0         |
| Legal and Governance                                 | 3         | 3          | 1         |
| People Services                                      | 0         | 1          | 0         |
| <b>Social Services and Housing</b>                   | <b>44</b> | <b>78</b>  | <b>13</b> |
| Adult Services                                       | 31        | 19         | 5         |
| Childrens Services                                   | 0         | 14         | 6         |
| Caerphilly Homes                                     | 13        | 45         | 2         |
| <b>Overall Total</b>                                 | <b>93</b> | <b>152</b> | <b>47</b> |

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

**Appendix 2**  
**Declarations by Type 2018/19, 2019/20 and 2020/21**

| Type of Declaration                     | 2018/19   | 2019/20   | 2020/21   |
|---|-----------|-----------|-----------|
| <b>Relationships</b>                    | <b>27</b> | <b>75</b> | <b>16</b> |
| Councillor                              | 1         | 1         | 1         |
| Contractor                              | 1         | 3         | 3         |
| Employee                                | 23        | 56        | 9         |
| Other                                   | 2         | 15        | 3         |
| <b>Outside Interest - Financial</b>     | <b>18</b> | <b>27</b> | <b>16</b> |
| Business Relationship                   | 0         | 1         | 0         |
| Outside Employment                      | 18        | 23        | 14        |
| Personal Interest                       | 0         | 3         | 2         |
| <b>Outside Interest - Non Financial</b> | <b>13</b> | <b>20</b> | <b>9</b>  |
| Business Relationship                   | 0         | 1         | 0         |
| Membership of an External Body          | 3         | 8         | 5         |
| Personal Interest                       | 9         | 8         | 1         |
| Volunteering                            | 1         | 3         | 3         |
| <b>Gifts and Hospitality</b>            | <b>35</b> | <b>30</b> | <b>4</b>  |
| Gift                                    | 31        | 18        | 4         |
| Hospitality                             | 4         | 12        | 0         |
| <b>Annual Leave</b>                     | <b>0</b>  | <b>0</b>  | <b>2</b>  |
| Personal Interest                       | 0         | 0         | 2         |

### Appendix 3

#### Declarations by Relationship 2018/19, 2019/20 and 2020/21

|  | 2018/19   | 2019/20   | 2020/21  |
|--|-----------|-----------|----------|
| <b>Relationship – Councillor</b>                         | <b>1</b>  | <b>1</b>  | <b>1</b> |
| Aunt / Uncle including in-Law / Step / Civil / Ex        | 0         | 0         | 1        |
| Child / Step Child                                       | 1         | 0         | 0        |
| Cousin including in-Law                                  | 0         | 1         | 0        |
| <b>Relationship - Contractor</b>                         | <b>1</b>  | <b>3</b>  | <b>3</b> |
| Aunt / Uncle including in-Law / Step / Civil / Ex        | 0         | 0         | 1        |
| Child / Step Child                                       | 1         | 0         | 0        |
| Cousin including in-Law                                  | 0         | 0         | 1        |
| Friend / Acquaintance                                    | 0         | 2         | 1        |
| Husband / Wife including Partner / Civil Partner / Ex    | 0         | 1         | 0        |
| <b>Relationship - Employee</b>                           | <b>23</b> | <b>56</b> | <b>9</b> |
| Aunt / Uncle including in-Law / Step / Civil / Ex        | 2         | 6         | 1        |
| Brother / Sister   | 5         | 8         | 1        |
| Brother / Sister in-Law                                  | 0         | 1         | 0        |
| Child / Step Child                                       | 4         | 7         | 2        |
| Cousin including in-Law                                  | 1         | 9         | 0        |
| Friend / Acquaintance                                    | 0         | 0         | 2        |
| Husband / Wife including Partner / Civil Partner / Ex    | 3         | 6         | 3        |
| Niece / Nephew including in-Law / Great / Step           | 1         | 1         | 0        |
| Parent / Step  | 4         | 11        | 0        |
| Parents-in-Law including Civil / Partner / Ex            | 2         | 3         | 0        |
| Son / Daughter in-Law                                    | 1         | 4         | 0        |
| <b>Relationship - Other</b>                              | <b>2</b>  | <b>15</b> | <b>3</b> |
| Aunt / Uncle including in-law / Step / Civil / Ex        | 0         | 1         | 0        |
| Brother / Sister   | 0         | 2         | 0        |
| Child / Step Child                                       | 0         | 2         | 1        |
| Friend / Acquaintance                                    | 1         | 1         | 1        |
| Grandparent including Great / in-Law / Step / Civil / Ex | 0         | 2         | 0        |
| Husband / Wife including Partner / Civil Partner / Ex    | 1         | 0         | 1        |
| Niece / Nephew including in-Law / Great / Step           | 0         | 1         | 0        |
| Parent / Step  | 0         | 3         | 0        |
| Parents-in-Law including Civil / Partner / Ex            | 0         | 3         | 0        |