



GOVERNANCE AND AUDIT COMMITTEE – 11 OCTOBER 2022

SUBJECT: REGISTER OF EMPLOYEES' INTERESTS FORMS 2021/22

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 2021 to 31 March 2022 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 2021 to 31 March 2022.

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 2021/22 39 declarations of interest were made by 39 employees, the same number as 2020/21 compared to 103 in 2019/20. 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 50 declarations of interest were made in 2021/22 compared to 47 in 2020/21 and 152 in 2019/20. A percentage breakdown of declarations of interest by Type is shown below:

Type of Declaration	% of Declarations		
	2019/20	2020/21	2021/22
Relationship	49	34	60
Outside Interest	31	53	30
Gifts and Hospitality	20	9	10
Annual Leave	0	4	0

- 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 2021 to 31 March 2022 and a comparison with the previous 2 financial years.
- 5.8 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.
- 5.9 The Governance and Audit Committee will be aware that Gifts and Hospitality is the subject of a separate, quarterly report to the Committee.
- 5.10 Appendix 3 shows the detail of the declarations of interest by Relationship for the period 1 April 2021 to 31 March 2022 and a comparison with the previous 2 financial years. A percentage breakdown by Relationship is shown below:

Type of Relationship	% of Declarations		
	2019/20	2020/21	2021/22
Councillor	1	6	0
Contractor	4	19	3
Employee	75	56	33
Other	20	19	64

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 2019/20, 2020/21 and 2021/22

Directorate	2019/20	2020/21	2021/22
Chief Executive	4	2	1
Economy and Environment/Communities	9	26	13
Education and Corporate Services	61	6	12
Social Services and Housing	78	13	24
Total	152	47	50

Directorate / Service Area	2019/20	2020/21	2021/22
Chief Executive	4	2	1
Economy and Environment/Communities	9	26	13
Director	1	3	1
Infrastructure	5	2	2
Property Services	0	1	0
Public Protection, Community and Leisure Services	3	3	3
Regeneration and Planning	0	17	7
Education and Corporate Services	61	6	12
Director	4	0	0
Corporate Finance	0	3	4
Customer and Digital Services	3	1	1
Learning Education and Inclusion	11	0	0
Legal and Governance	3	1	4
People Services	1	0	2
Transformation Services	39	1	1
Social Services and Housing	78	13	24
Adult Services	19	5	16
Childrens Services	14	6	6
Caerphilly Homes	45	2	2
Overall Total	152	47	50

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

Appendix 2
Declarations by Type 2019/20, 2020/21 and 2021/22

Type of Declaration	2019/20	2020/21	2021/22
Relationships	75	16	30
Councillor	1	1	0
Contractor	3	3	1
Employee	56	9	10
Other	15	3	19
Outside Interest - Financial	27	16	10
Business Relationship	1	0	0
Outside Employment	23	14	10
Personal Interest	3	2	0
Outside Interest - Non Financial	20	9	5
Business Relationship	1	0	0
Membership of an External Body	8	5	0
Personal Interest	8	1	1
Volunteering	3	3	4
Gifts and Hospitality	30	4	5
Gift	18	4	0
Hospitality	12	0	0
Annual Leave	0	2	0
Personal Interest	0	2	0

Appendix 3

Declarations by Relationship 2019/20, 2020/21 and 2021/22

	2019/20	2020/21	2021/22
Relationship – Councillor	1	1	0
Aunt / Uncle including in-Law / Step / Civil / Ex	0	1	0
Child / Step Child	0	0	0
Cousin including in-Law	1	0	0
Relationship - Contractor	3	3	1
Aunt / Uncle including in-Law / Step / Civil / Ex	0	1	0
Brother / Sister in-Law	0	0	1
Child / Step Child	0	0	0
Cousin including in-Law	0	1	0
Friend / Acquaintance	2	1	0
Husband / Wife including Partner / Civil Partner / Ex	1	0	0
Relationship - Employee	56	9	10
Aunt / Uncle including in-Law / Step / Civil / Ex	6	1	0
Brother / Sister	8	1	1
Brother / Sister in-Law	1	0	0
Child / Step Child	7	2	2
Cousin including in-Law	9	0	0
Friend / Acquaintance	0	2	0
Husband / Wife including Partner / Civil Partner / Ex	6	3	2
Niece / Nephew including in-Law / Great / Step	1	0	1
Parent / Step	11	0	4
Parents-in-Law including Civil / Partner / Ex	3	0	0
Son / Daughter in-Law	4	0	0
Relationship - Other	15	3	19
Aunt / Uncle including in-law / Step / Civil / Ex	1	0	3
Brother / Sister	2	0	4
Brother / Sister in-Law	0	0	1
Child / Step Child	2	1	1
Cousin including in-Law	0	0	1
Friend / Acquaintance	1	1	0
Grandparent including Great / in-Law / Step / Civil / Ex	2	0	3
Husband / Wife including Partner / Civil Partner / Ex	0	1	3
Niece / Nephew including in-Law / Great / Step	1	0	1
Parent / Step	3	0	2
Parents-in-Law including Civil / Partner / Ex	3	0	0