



GOVERNANCE AND AUDIT COMMITTEE – 11TH JULY 2023

SUBJECT: REGISTER OF EMPLOYEES' INTERESTS FORMS 2022/23

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 2022 to 31 March 2023 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 2022 to 31 March 2023.

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 2022/23 46 declarations of interest were made by 39 employees, in 2021/22 50 declarations of interest were made by 39 employees, compared to 47 declarations of interest made by 39 employees in 2020/21. 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 2022 to 31 March 2023 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 46 declarations of interest were made in 2022/23, compared to 50 in 2021/22 and 47 in 2020/21. A percentage breakdown of declarations of interest by Type is shown below:

Type of Declaration	% of Declarations		
	2020/21	2021/22	2022/23
Relationship	34	60	33
Outside Interest	53	30	54
Gifts and Hospitality	9	10	13
Annual Leave	4	0	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 2022 to 31 March 2023 and a comparison with the previous 2 financial years.
- 5.8 The percentage for declarations of Outside Interests have increased to 54% and include external employment. 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 2022 to 31 March 2023 and a comparison with the previous 2 financial years. A percentage breakdown by Relationship is shown below:

Type of Relationship	% of Declarations		
	2020/21	2021/22	2022/23
Councillor	6	0	7
Contractor	19	3	13
Employee	56	33	53

Other	19	64	27
--------------	----	----	----

5.11 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.

Author: Lynne Donovan, Head of People Services
(donovl@caerphilly.gov.uk)

Consultees: Richard Edmunds, Corporate Director – Education and Corporate Services
(edmunre@caerphilly.gov.uk)
Robert Tranter, Head of Legal Services and Monitoring Officer
(trantrj@caerphilly.gov.uk)
Stephen Harris, Head of Financial Services and Section 151 Officer
(harrisr@caerphilly.gov.uk)
Cllr Nigel George, Cabinet Member for Corporate Services, Property and Highways
(nigelgeorge@caerphilly.gov.uk)

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 2020/21, 2021/22 and 2022/23

Directorate	2020/21	2021/22	2022/23
Chief Executive	2	1	0
Economy and Environment/Communities	26	13	5
Education and Corporate Services	6	12	17
Social Services and Housing	13	24	24
Total	47	50	46

Directorate / Service Area	2020/21	2021/22	2022/23
Chief Executive	2	1	0
Economy and Environment/Communities	26	13	5
Director	3	1	1
Infrastructure	2	2	2
Land and Property Services	1	0	0
Public Protection, Community and Leisure Services	3	3	2
Regeneration and Planning	17	7	0
Education and Corporate Services	6	12	17
Director	0	0	1
Corporate Finance	3	4	1
Customer and Digital Services	1	1	0
Learning Education and Inclusion	0	0	2
Legal and Democratic Services	1	4	1
People Services	0	2	5
Transformation Services	1	1	7
Social Services and Housing	13	24	24
Director	0	0	1
Adult Services	5	16	11
Childrens Services	6	6	5
Caerphilly Cares	0	0	0
Caerphilly Homes	2	2	7
Overall Total	47	50	46

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

Appendix 2
Declarations by Type 2020/21, 2021/22 and 2022/23

Type of Declaration	2020/21	2021/22	2022/23
Relationships	16	30	15
Councillor	1	0	1
Contractor	3	1	2
Employee	9	10	8
Other	3	19	4
Outside Interest - Financial	16	10	17
Business Relationship	0	0	0
Outside Employment	14	10	17
Personal Interest	2	0	0
Outside Interest - Non Financial	9	5	8
Business Relationship	0	0	0
Membership of an External Body	5	0	3
Personal Interest	1	1	4
Volunteering	3	4	1
Gifts and Hospitality	4	5	6
Gift	4	0	4
Hospitality	0	0	2
Annual Leave	2	0	0
Personal Interest	2	0	0

Appendix 3
Declarations by Relationship 2020/21, 2021/22 and 2022/23

	2020/21	2021/22	2022/23
Relationship – Councillor	1	0	1
Aunt / Uncle including in-Law / Step / Civil / Ex	1	0	0
Friend / Acquaintance	0	0	1
Relationship - Contractor	3	1	2
Aunt / Uncle including in-Law / Step / Civil / Ex	1	0	0
Brother / Sister in-Law	0	1	0
Cousin including in-Law	1	0	0
Friend / Acquaintance	1	0	0
Husband / Wife including Partner / Civil Partner / Ex	0	0	2
Relationship - Employee	9	10	8
Aunt / Uncle including in-Law / Step / Civil / Ex	1	0	0
Brother / Sister	1	1	1
Brother / Sister in-Law	0	0	2
Child / Step Child	2	2	1
Cousin including in-Law	0	0	0
Friend / Acquaintance	2	0	1
Husband / Wife including Partner / Civil Partner / Ex	3	2	1
Niece / Nephew including in-Law / Great / Step	0	1	1
Parent / Step	0	4	1
Relationship - Other	3	19	4
Aunt / Uncle including in-law / Step / Civil / Ex	0	3	0
Brother / Sister	0	4	1
Brother / Sister in-Law	0	1	0
Child / Step Child	1	1	0
Cousin including in-Law	0	1	0
Friend / Acquaintance	1	0	0
Grandparent including Great / in-Law / Step / Civil / Ex	0	3	0
Husband / Wife including Partner / Civil Partner / Ex	1	3	2
Niece / Nephew including in-Law / Great / Step	0	1	0
Parent / Step	0	2	0
Parents-in-Law including Civil / Partner / Ex	0	0	1