



## **GOVERNANCE AND AUDIT COMMITTEE – 4<sup>TH</sup> JUNE 2024**

**SUBJECT: REGISTER OF EMPLOYEES' INTERESTS FORMS 2023/24**

**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 2023 to 31 March 2024 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 2023 to 31 March 2024.

### **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 2023/24 59 declarations of interest were made by 48 employees in 2022/23 46 declarations of interest were made by 39 employees compared to 2021/22 50 when declarations of interest were made by 39 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 2023 to 31 March 2024 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 59 declarations of interest were made in 2023/24 compared to 46 in 2022/23 and 50 in 2021/22. A percentage breakdown of declarations of interest by Type is shown below:

Type of Declaration	% of Declarations		
	2021/22	2022/23	2023/24
<b>Relationship</b>	60	33	41
<b>Outside Interest</b>	30	54	47
<b>Gifts and Hospitality</b>	10	13	12

- 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 2023 to 31 March 2024 and a comparison with the previous 2 financial years.
- 5.8 The percentage for declarations of Outside Interests have reduced to 47% and includes 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 2023 to 31 March 2024 and a comparison with the previous 2 financial years. A percentage breakdown by Relationship is shown below:

Type of Relationship	% of Declarations		
	2021/22	2022/23	2023/24
<b>Councillor</b>	0	7	0
<b>Contractor</b>	3	13	29
<b>Employee</b>	33	53	46
<b>Other</b>	64	27	25

## 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.

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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 2021/22, 2022/23 and 2023/24

Directorate	2021/22	2022/23	2023/24
Chief Executive	1	0	2
Economy and Environment/Communities	13	5	2
Education and Corporate Services	12	17	21
Social Services and Housing	24	24	34
<b>Total</b>	<b>50</b>	<b>46</b>	<b>59</b>

Directorate / Service Area	2021/22	2022/23	2023/24
<b>Chief Executive</b>	<b>1</b>	<b>0</b>	<b>2</b>
<b>Economy and Environment/Communities</b>	<b>13</b>	<b>5</b>	<b>2</b>
Director	1	1	0
Infrastructure	2	2	2
Land and Property Services	0	0	0
Public Protection, Community and Leisure Services	3	2	0
Regeneration and Planning	7	0	0
<b>Education and Corporate Services</b>	<b>12</b>	<b>17</b>	<b>21</b>
Director	0	1	1
Corporate Finance	4	1	1
Customer and Digital Services	1	0	4
Learning Education and Inclusion	0	2	5
Legal and Governance	4	1	1
People Services	2	5	5
Transformation Services	1	7	4
<b>Social Services and Housing</b>	<b>24</b>	<b>24</b>	<b>34</b>
Director	0	1	0
Adult Services	16	11	21
Childrens Services	6	5	4
Caerphilly Cares	0	0	0
Caerphilly Homes	2	7	9
<b>Overall Total</b>	<b>50</b>	<b>46</b>	<b>59</b>

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

**Appendix 2**  
**Declarations by Type 2021/22, 2022/23 and 2023/24**

Type of Declaration	2021/22	2022/23	2023/24
<b>Relationships</b>	<b>30</b>	<b>15</b>	<b>24</b>
Councillor	0	1	0
Contractor	1	2	7
Employee	10	8	11
Other	19	4	6
<b>Outside Interest - Financial</b>	<b>10</b>	<b>17</b>	<b>25</b>
Outside Employment	10	17	23
Personal Interest	0	0	2
<b>Outside Interest - Non Financial</b>	<b>5</b>	<b>8</b>	<b>3</b>
Membership of an External Body	0	3	2
Personal Interest	1	4	1
Volunteering	4	1	0
<b>Gifts and Hospitality</b>	<b>5</b>	<b>6</b>	<b>7</b>
Gift	4	4	2
Hospitality	1	2	5

### Appendix 3

#### Declarations by Relationship 2021/22, 2022/23 and 2023/24

	2021/22	2022/23	2023/24
<b>Relationship – Councillor</b>	<b>0</b>	<b>1</b>	<b>0</b>
Friend / Acquaintance	0	1	0
<b>Relationship - Contractor</b>	<b>1</b>	<b>2</b>	<b>7</b>
Brother / Sister in-Law	1	0	2
Friend / Acquaintance	0	0	1
Husband / Wife including Partner / Civil Partner / Ex	0	2	1
Parent / Step	0	0	3
<b>Relationship - Employee</b>	<b>10</b>	<b>8</b>	<b>11</b>
Aunt / Uncle including in-Law / Step / Civil / Ex	0	0	2
Brother / Sister	1	1	2
Brother / Sister in-Law	0	2	0
Child / Step Child	2	1	2
Friend / Acquaintance	0	1	0
Husband / Wife including Partner / Civil Partner / Ex	2	1	1
Niece / Nephew including in-Law / Great / Step	1	1	2
Parent / Step	4	1	1
Parents-in-Law including Civil / Partner / Ex	0	0	1
<b>Relationship - Other</b>	<b>19</b>	<b>4</b>	<b>6</b>
Aunt / Uncle including in-law / Step / Civil / Ex	3	0	0
Brother / Sister	4	1	1
Brother / Sister in-Law	1	0	1
Child / Step Child	1	0	0
Cousin including in-Law	1	0	0
Grandparent including Great / in-Law / Step / Civil / Ex	3	0	0
Husband / Wife including Partner / Civil Partner / Ex	3	2	1
Niece / Nephew including in-Law / Great / Step	1	0	0
Parent / Step	2	0	2
Parents-in-Law including Civil / Partner / Ex	0	1	0
Fiancé / Fiancée including Girl / Boy Friend / in-Law / Ex	0	0	1