



AUDIT COMMITTEE – 24TH JULY 2018

SUBJECT: REGISTER OF EMPLOYEES' INTERESTS FORMS 2017/18

REPORT BY: HEAD OF PEOPLE SERVICES

1. PURPOSE OF REPORT

- 1.1 The purpose of the report is to advise members of the Audit Committee of the Register of Employees' Interests Forms completed by officers for the 12 month period 1 April 2017 to 31 March 2018 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 2017 to 31 March 2018.

3. LINKS TO STRATEGY

- 3.1 The Council's Code of Conduct 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.

4 THE REPORT

- 4.1 The Council's Code of Conduct sets out guidance for employees on a range of issues, including the completion of a Register of Employee Interests form, which will help them to maintain and improve the high standards of conduct within local government and protect them from misunderstandings and confusion.
- 4.2 The completed Register of Employees' Interests forms are submitted to the appropriate Head of Service, Director or Chief Executive who countersign 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. 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.
- 4.3 The Head of Service, Director or Chief Executive retains the original form and maintains a summary spreadsheet to record the forms.
- 4.4 On a monthly basis the summary spreadsheet or a nil return is submitted to Human Resources for collation and monitoring for consistency and compliance.

- 4.5 In 2017/18 declarations were made by 94 employees and 1 agency worker, in 2016/17 declarations were made by 71 employees, compared to 110 employees, 1 GAVO employee (seconded to Caerphilly CBC) and 1 agency worker in 2015/16. Where multiple declarations have been made on one form they have been recorded individually.
- 4.6 Appendix 1 summarises the Declarations of Interest by Directorate and Service Area for the period 1 April 2017 to 31 March 2018 and a comparison with the previous 2 financial years.
- 4.7 A total of 122 declarations of interest were made in 2017/2018 compared to 89 in 2016/17 and 129 in 2015/16. A percentage breakdown of Declarations of Interest by type is shown below:

Type of Declaration	% of Declarations		
	2015/16	2016/17	2017/18
Relationship	41	40	63
Outside Interest	31	34	28
Gifts and Hospitality	28	26	9

- 4.8 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 2017 to 31 March 2018 and a comparison with the previous 2 financial years.
- 4.9 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		
	2015/16	2016/17	2017/18
Councillor	0	8	2
Contractor	9	14	12
Employee	62	53	69
Other	28	25	17

- 4.10 Appendix 3 shows the detail of the Declarations of Interest by Relationship for the period 1 April 2017 to 31 March 2018 and a comparison with the previous 2 financial years.
- 4.11 New declarations for Relationships with Councillors have reduced to 2% for 2017/18.
- 4.12 Declarations of Relationships with Contractors accounted for 12% in 2017/18 compared to 14% in 2016/17 and 9% in 2015/16.
- 4.13 Relationships between Employees produced the highest number of declarations and accounts for over 50% of the declarations made in respect of Relationships. The Code of Conduct requires that all family relationships are disclosed.
- 4.14 Percentages for declarations of Outside Interests have reduced to 17% having remained at a similar level over the last 2 years and include school governor posts, external employment and volunteering.
- 4.15 The Committee will be aware that Gifts and Hospitality is the subject of a separate, quarterly report to the Committee.
- 4.16 As the 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.
- 4.17 The Head of People Services will continue to monitor the returns and work with Heads of Service to improve their understanding, promote best practice and ensure compliance with the policy.

5. WELL-BEING OF FUTURE GENERATIONS

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

6. EQUALITIES IMPLICATIONS

- 6.1 There are no equalities implications, as the reasons for declaring an interest apply equally to all staff, regardless of their individual characteristics.

7. FINANCIAL IMPLICATIONS

- 7.1 None.

8. PERSONNEL IMPLICATIONS

- 8.1 The personnel implications are included in this report.

9. CONSULTATIONS

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

10. RECOMMENDATIONS

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

11. REASONS FOR THE RECOMMENDATIONS

- 11.1 The recommendations are designed to ensure members of the Audit Committee are updated on the current position with regard to Register of Employees' Interests Forms completed by officers for the 12 month period 1 April 2017 to 31 March 2018.

12. STATUTORY POWER

- 12.1 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 2015/2016, 2016/2017 and 2017/2018

<i>Directorate</i>	<i>2015/2016</i>	<i>2016/17</i>	<i>2017/18</i>
Communities	51	45	47
Corporate Services	46	26	59
Education	6	7	2
Social Services	26	11	14
Total	129	89	122

<i>Directorate / Service Area</i>	<i>2015/2016</i>	<i>2016/17</i>	<i>2017/18</i>
Communities	51	45	47
Director	1	2	1
Caerphilly Homes	10	17	20
Community and Leisure Services	21	10	13
Engineering and Transport	6	4	3
Planning and Regeneration	13	12	10
Corporate Services	46	26	59
Director	0	0	0
Corporate Finance	9	1	13
Human Resources	3	10	2
ICT	3	1	4
Legal and Democratic Services	8	7	6
Performance and Property	18	2	2
Procurement	5	5	32
Education	6	7	2
Director	0	0	0
Learning Education and Inclusion	3	2	2
Planning and Strategy	3	5	0
Social Services	26	11	14
Adult Services	16	6	4
Childrens Services	2	1	3
Public Protection	8	4	7
Overall Total	129	89	122

Appendix 2
Declarations by Type 2015/2016, 2016/2017 and 2017/2018

<i>Type of Declaration</i>	<i>2015/2016</i>	<i>2016/17</i>	<i>2017/18</i>
Relationships	53	36	77
Councillor	0	3	2
Contractor	5	5	9
Employee	33	19	53
Other	15	9	13
Outside Interest - Financial	23	16	22
Business Relationship	2	0	0
Outside Employment	18	13	22
Personal Interest	3	3	0
Outside Interest - Non Financial	17	14	12
Membership of a Political Organisation	1	0	0
Membership of an External Body	4	11	5
Outside Employment - Unpaid	2	1	0
Personal Interest	10	2	5
Volunteering	0	0	2
Gifts and Hospitality	36	23	11
Gift	27	12	8
Hospitality	9	11	3
Other	0	0	0

Appendix 3
Declarations by Relationship 2015/2016, 2016/2017 and 2017/2018

<i>Type of Declaration</i>	2015/2016	2016/17	2017/18
Relationship - Councillor	0	3	2
Aunt / Uncle including in-Law / Step / Civil / Ex	0	0	0
Brother / Sister	0	0	0
Brother / Sister in-Law	0	0	0
Cousin including in-Law	0	1	0
Grandparent including Great / in-Law / Step / Civil / Ex	0	1	1
Friend / Acquaintance	0	0	0
Husband / Wife including Partner / Civil Partner / Ex	0	0	1
Parent / Step	0	0	0
Parents-in-Law including Civil / Partner / Ex	0	1	0
Relationship - Contractor	5	5	9
Aunt / Uncle including in-Law / Step / Civil / Ex	0	0	0
Brother / Sister	1	0	2
Brother / Sister in-Law	0	0	1
Child / Step Child	0	0	0
Cousin including in-Law	0	1	1
Fiancé / Fiancée including Girl / Boy Friend / in-Law / Ex	1	0	0
Friend / Acquaintance	1	1	1
Husband / Wife including Partner / Civil Partner / Ex	1	2	3
Niece / Nephew including in-Law / Great / Step	0	0	0
Parent / Step	0	1	1
Parents-in-Law including Civil / Partner / Ex	1	0	0
Son / Daughter in-Law	0	0	0

Type of Declaration	2015/2016	2016/17	2017/18
Relationship - Employee	33	19	53
Aunt / Uncle including in-Law / Step / Civil / Ex	2	2	3
Brother / Sister	5	2	6
Brother / Sister in-Law	1	0	3
Child / Step Child	2	0	11
Cousin including in-Law	3	1	2
Fiancé / Fiancée including Girl / Boy Friend / in-Law / Ex	2	4	2
Friend / Acquaintance	1	1	0
Grandparent including Great / in-Law / Step / Civil / Ex	0	0	0
Husband / Wife including Partner / Civil Partner / Ex	10	8	13
Niece / Nephew including in-Law / Great / Step	0	0	0
Parent / Step	6	1	10
Parents-in-Law including Civil / Partner / Ex	0	0	0
Son / Daughter in-Law	1	0	3
Relationship - Other	15	9	13
Aunt / Uncle including in-law / Step / Civil / Ex	1	0	1
Brother / Sister	0	0	0
Brother / Sister in-Law	1	0	0
Child / Step Child	2	1	0
Cousin including in-Law	0	1	1
Fiancé / Fiancée including Girl / Boy Friend / in-Law / Ex	0	1	0
Friend / Acquaintance	3	1	1
Godparent / Godchild	0	0	1
Grandchild Step /in Law/ Civil/Great Grandchild	0	0	0
Grandparent including Great / in-Law / Step / Civil / Ex	2	0	1
Husband / Wife including Partner / Civil Partner / Ex	2	3	4
Niece / Nephew including in-Law / Great / Step	0	1	0
Parent / Step	3	1	2
Parents-in-Law including Civil / Partner / Ex	0	0	2
Son / Daughter in-Law	1	0	0