School

Employee Declaration of Interests

**Financial and Other Interests**

**(To be completed by new employees and updated annually by all employees)**

 ***General Instructions***

*Please refer to the corresponding guidance notes when completing this declaration. If you have any queries, these can be raised with your line manager or nominated responsible officer. Further advice is available from Internal Audit Services at Doncaster Council if needed by contacting 01302 862931.*

*This form must be completed upon appointment, when there is a change in circumstances and regardless of any changes, re-completed annually. This form must be completed annually even if there have been no changes and even if there are no interests to declare.*

*This form needs to be completed in full. Please state under the appropriate headings any interests you have that may conflict with your work for the school. If you are unsure whether something will conflict with the interests of the school, please declare it anyway.*

*A form must be completed for each post held. If you hold two or more jobs, you need to complete a form for each job you hold. This is because different interests may need different mitigating actions for different posts.*

*Where no interests exist for a question please state NIL or NONE.*

*Please ensure that your declaration contains all the requested information. You may be asked to provide any supporting documentation if applicable and your line manager / the nominated officer will determine whether any further information is needed.*

***Data Protection***

*All schools are required to keep a register of any business or person interest of the governors or staff employed at the school and the requirement of this register extends to the immediate families of governors or staff. The guidance available provides further details of this along with the form for staff and governors to use to report conflicts of interest.*

*We are collecting this information in order to manage conflicts of interest effectively. Managing conflicts of interest protects both the school and you, the employee, from fraud or from accusations of fraud. Your information will be used to ensure that both parties are properly safeguarded in this respect. Your information will be stored on file for the duration of your employment with the school and will only be shared with parties involved in managing those fraud risks. These Human resources, Internal Audit, or where necessary enforcement agencies such as the Police. Your information will not be shared without reasonable cause.*

 **(Please complete this section electronically or in block capitals)**

|  |  |
| --- | --- |
| Full Name |  |
| Post Title |  |
| Area / Department |  |
| Line Manager Name |  |

I [person detailed above] give notice that I have set out below, under the appropriate headings, my interests which may *conflict* with the work of the school, which I am required to declare under the Code of Conduct which is expected by the school and I have put ‘nil’ or ‘None’ where I have no such interest under any heading.

|  |
| --- |
| **1a. Give details of all other employment or voluntary work (paid and unpaid). Please state:** * Job title/position
* Name and address of employer/organisation/Council (including type)
* Details of employment including duties, hours worked per week and times and place of work
* You should include any other school positions.
 |
|  |
| **1b. Provide the total number of hours for all additional employment and voluntary work as an average per week** |
| **Other Interests****2. Any other business carried out by you or someone with which you have a close personal relationship. Please state company and position and the nature of the work that the company does.***Definition of a close personal relationship:** *An employee who is married, in a civil partnership, co-habiting or engaged in an intimate relationship. This also applies to previous relationships of this nature (e.g. former spouse) as there could be a degree of bias either for or against an employee;*
* *Immediate family members of the employee (e.g. parent, step-parent, son, daughter, step-child, child of a partner, brother, sister, grandparent, grandchild);*
* *Extended family members of the employee (e.g. uncle, aunt, nephew, niece, cousin, in-laws);*
* *Close friends of the employee. This means someone well known to the employee who is regarded with liking, affection or loyalty, not merely an acquaintance;*
* *Any person living at the same address as the employee.*

*The above is not an exhaustive list and employees should use their judgement to determine whether other interests, activities or personal relationships could reasonably be perceived as a conflict of interest.* |
| **3. Any involvement in companies / organisations by you and/or a close relative. Please state company and position. This includes any involvement in Academies.***Involvement in companies includes directorships, company secretary or any other position you or a close relative have in running the company where that company has or may have, a relationship with the council or the school.* |
| **4. Involvement in contracts or in any business that trades, or may seek to trade, with the Council or school by you and/or a close relative. Please state the name of the company, the contract that they are involved in and any involvement.***The holding of shares or other securities in a company or other body with whom the Council or school contracts, or is considering contracting, must be declared if the holding exceeds £25,000 or is more than 1/100th of the nominal value of the issued share capital, whichever is less. The size and nature of the holding need not be declared, simply the name of the company. This requirement does not extend to banks and building societies.* |
| **5. Any Governor/Trusteeship posts you hold in an educational establishment. Please state organisation and post held.***Membership of Governing Bodies, including all schools, all further education establishments and all other schools including free schools, grant maintained and academies* |
| **6. Any relationship with any other employee (including those of Doncaster Council) or Elected Member. Please state their name, your relationship with them and their position.***Definition of a close personal relationship:** *An employee who is married, in a civil partnership, co-habiting or engaged in an intimate relationship. This also applies to previous relationships of this nature (e.g. former spouse) as there could be a degree of bias either for or against an employee;*
* *Immediate family members of the employee (e.g. parent, step-parent, son, daughter, step-child, child of a partner, brother, sister, grandparent, grandchild);*
* *Extended family members of the employee (e.g. uncle, aunt, nephew, niece, cousin, in-laws);*
* *Close friends of the employee. This means someone well known to the employee who is regarded with liking, affection or loyalty, not merely an acquaintance;*
* *Any person living at the same address as the employee.*

*The above is not an exhaustive list and employees should use their judgement to determine whether other interests, activities or personal relationships could reasonably be perceived as a conflict of interest.* |
| **7. Beneficial interest in land or property or the intention to bid for any land or property in the Doncaster area.***Beneficial interest in land or property excludes your home and only relates to land and property within the Doncaster Council boundary* |
| **8. Membership of any secret society***Relates to any lodge, chapter, society, trust or regular gathering or meeting which:** *is not open to members of the public who are not members;*
* *includes, in the grant of membership, an obligation on the part of the member or requirement to make a commitment (whether by oath or otherwise) of allegiance to the lodge, chapter, society, gathering or meeting;*
* *Includes, whether initially or subsequently, a commitment (whether by oath or otherwise) of secrecy about the rules, membership or conduct of the lodge, chapter, society, trust, gathering or meeting.*

*If it forms part of the activity generally recognised as a religion then this should not be regarded as a secret society.* |
| **9. Please give details of any gift or hospitality offered or received in the past year that was valued under £20.***Give details including the name of the individual or organisation that has provided the gift or hospitality, a brief description of what has been provided and an estimated value. Gifts or hospitality over £20 should be declared separately on a declaration of gifts and hospitality form. NB this includes any that was offered to you but was declined as well as any that were accepted.*  |

It is your responsibility to check that the above information is accurate prior to submitting your form.

**Declaration**

*I confirm that I have read and understand the requirements of the guidance and to the best of my knowledge I have complied within the guidance.*

*I confirm that I have declared all gifts, hospitality or legacies received in the last 12 months (if this is not the case then these should be declared prior to completion of this registration).*

I recognise that it can be a disciplinary matter to:

1. Omit information that ought to be given in this notice;
2. Provide information that is materially false or misleading;
3. Fail to give further notices in order to
4. Bring up-to-date information in this notice
5. Declare an interest that I acquire after the date of this notice and have to declare.

I understand that I must within 28 days of becoming aware of any change to the interests specified above provide written notification of that change.

Signed…….

|  |  |
| --- | --- |
| Employee |  |
| Date Declared |  |
|  |  |
| Received by (name) |  |
| Post Title of  |  |
| Date Received |  |

*Once this form is completed and signed it should be retained on file by your Headteacher / Responsible Officer, and a new form completed annually (unless circumstances change mid-year).*

**For Manager / Responsible Officer Use**

*Outcomes of the declaration of interest form should be documented once the form has been submitted and reviewed by the Responsible Officer.* ***Tick where appropriate***

|  |  |
| --- | --- |
|  | **Nothing declared.***The manager must consider if there are any non-declared matters that they are aware of. Where there are not and no interests are declared, no further action is required and this form should be logged and kept on file for future reference* |
|  |  |
|  | **No further action required***Where declarations are made, the manger must consider whether, given the employees role, there is scope for any interest to affect the behaviour or decisions of the member of staff involved. Where there is scope for this action is required. Where there is not any scope for this or for the employee to be accused of allowing any interest to influence them in their behaviour or activities, this form should be logged and kept on file for further reference.* |
|  |  |
|  | **Potential conflict – Action required***Where declarations are made, the manger must consider whether, given the employees role, there is scope for any interest to affect the behaviour or decisions of the member of staff involved.* *Where there is scope for this action is required and the manager should consider (in conjunction with the employee) any action that can be taken to protect both the employee and the school from fraud or accusations of fraud. This can include excluding the employee from some activities to protect both them and the school. Full details of what was agreed and the controls put in place are required and must be documented below.**Assistance is available from Human Resources or Internal Audit on 01302 862931 or from* *schools.internalaudit@doncaster.gov.uk****.*** |

Signed……. (Employee only required to sign where actions are agreed)

|  |  |
| --- | --- |
| Employee |  |
| Date  |  |
| Reviewing Officer |  |
| Post Title  |  |
| Date |  |