
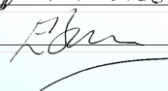




Christleton Primary School
Be the best you can be

**Declaration
Form**

Date of Policy	March 2017
Policy Reviewed	
Next Review	March 2020
Signed Head teacher	
Signed Chair of Governors	

Full Name:	Job Title:

<p>A. There is nothing that I need to declare or for which I need permission</p> <p>B. I hereby declare the following interests that may be relevant to or be likely to affect my employment with Cheshire West and Cheshire</p>	<p>_____ :</p> <p>OR</p>
<p>I have read and understood the Code of Conduct and confirm that to the best of my knowledge the information disclosed on this form, is complete and accurate in accordance with the Code. I understand that any false declarations or omissions may lead to disciplinary and/or criminal proceedings where appropriate. I also understand that I should let my manager know and complete a new form, immediately if my circumstances change in-year.</p> <p>SIGNED:</p> <p>DATE:</p>	

FINANCIAL AND/OR NON-FINANCIAL INTERESTS (relevant to yourself or your spouse/partner *)

(* Refer to the Guidance Note attached)

<p>1. Business and Employment</p> <p>Name and Address and nature of additional business, or other employment* interests.</p> <p>If employment, confirm that approval has already been granted and a written copy is on file.</p>	
<p>2. Consultancy</p> <p>Name and address of firm* or individual on behalf of whom consultancy undertaken and nature of consultancy, with an indication of frequency or volume of such work.</p>	
<p>3. Directorships/Company Secretary</p> <p>Name and address and nature of business of each company or other body of which you are a Director, with an indication of how it is remunerated.</p>	
<p>4. Partnerships</p> <p>Name and address and nature of business of each firm with which you are a partner.</p>	
<p>5. Shareholders (Leadership Team only)</p> <p>Name and address and nature of business of each company in which you hold shares * (excluding Building Societies shares).</p>	
<p>6. Memberships/Associations/Voluntary Bodies</p> <p>List any organisations * with which you have membership/association</p>	

at a decision making level, including roles as Treasurer, Governor etc.	
<p>7. Other Relevant Interests</p> <p>Please give any further information you may need to record.</p> <p>Include any external activities (paid or otherwise) that could be perceived by the School as having the potential for a conflict of interest.</p> <p>Include any personal relationships/ partnerships with people within the Schools including Governors .</p> <p>Also consider if you access services, as a resident/user of CW&C that may be perceived as a conflict of interest.</p>	

Signed by Manager: **Date:**

Print name:

Summary of conversation if positive declaration made

<p>If the reason for the declaration may impact on work, summary of how this will be managed.</p>

NOTES ABOUT THIS FORM

- ◆ This form covers everything except gifts and hospitality (for which there is a separate form which must be completed).
- ◆ If your circumstances change, complete another form straight away – don't wait to be reminded. It is your responsibility to declare!
- ◆ When you have completed the form, discuss with your manager, who may take action (where necessary) & forward to the owner of the Central Register of Interests file. This form will be kept for 4 years (from signature date) even if superseded by another form.
- ◆ Your manager may advise you or instruct you about anything which is covered by the Code of Conduct.
- ◆ **If in doubt – disclose!**

General Principles about Disclosure

An interest must be disclosed whether or not the employee is able to personally influence a contract or other dealings with the Council. If an employee is, or could be, in a position to influence such matters, as well as disclosing the interest, the employee should also discuss this promptly and fully with their Line Manager, who will decide what further steps to take for the Council's and the employee's protection.

There will be borderline cases in which employees are uncertain whether to disclose or not. **The safest course of action, in case of doubt or uncertainty is to err on the side of caution and disclose.**

FINANCIAL AND/OR NON-FINANCIAL INTERESTS (relevant to yourself or your spouse/partner)

Relevant Section on Declaration Form	Guidance
<p>1. Business and Employment</p> <p>Name and Address and nature of additional business, or other employment* interests.</p> <p>If employment, confirm that approval has already been granted and copy on file.</p>	<p>“Other employment” can be defined as any other paid work that an employee of the Council undertakes for another firm or for their own private business, outside of the contract of employment with the Council.</p> <p>Managers should aim to respond to requests within 5 days.</p> <p>Employees with approved ‘other employment’ should note that any activity involving contact with the Council, automatically creates an interest which must be declared. Just getting approval may not be sufficient in itself to satisfy the Code.</p>
<p>2. Consultancy</p> <p>Name and address of firm* or individual on behalf of whom consultancy is undertaken and nature of consultancy, with an indication of frequency or volume of such work.</p>	<p>The term “firm” includes both companies and businesses and all organisations (including other local authorities) and even individuals.</p>
<p>3. Directorships/Company Secretary</p> <p>Name and address and nature of business of each company or other body of which you are a Director, with an indication of how it is remunerated*</p>	<p>“Remuneration” includes not only pay and fees, but also all other payments such as commission, honoria, dividends, agency fees and interest.</p> <p>If a spouse receives “remuneration” from a “firm” this is an interest which must be disclosed, as if it were the employee's</p>
<p>4. Partnerships</p> <p>Name and address and nature of business of each firm with which you a partner.</p>	<p>Please provide full details of the Partnership</p>
<p>5. Shareholders (Tier 1-3 only)</p> <p>Name and address and nature of business of each company in which you hold shares * (excluding Building Societies shares).</p>	<p>(a) Only beneficial shareholdings need be declared, i.e. not shares held as a trustee.</p> <p>(b) Shareholdings need only be declared if the total nominal value exceeds £1000 or 1/100 of the total nominal value of the issued share capital of the Company, whichever is the less.</p> <p>(c) The amount of the holding need not be stated.</p> <p>(d) Unit trust holdings need not be stated.</p>
<p>6. Retainers</p> <p>Name and address of the firm to whom you are engaged on a retainer basis and the nature of the retainer.</p>	<p>Please provide full details</p>
<p>7. Interests in Land Within the Borough</p>	<p>(a) Interests as a freeholder or</p>

<p>Address or description of land or property in which you have an interest, the nature of the interest and the use to which the land is put (not including home address) *</p>	<p>leaseholder for a lease of 12 months or more should be declared. (b) Interests as an option holder or prospective purchaser should be declared. (c) Interests by which you are directly concerned in seeking planning permission or some other consent or decision of the Council should be declared. (d) You need not declare interests in land or property outside the Borough.</p>
<p>8. Memberships/Associations/Voluntary Bodies</p> <p>List any organisations * with which you have membership/association at a decision making level, including roles as Treasurer, Governor etc.</p>	<p>Any significant interest in a relevant organisation, over and above a normal subscription type membership, should be declared.</p> <p>(Refer to the Code)</p>
<p>9. Other Relevant Interests</p> <p>Please give any further information you may need to record.</p> <p>Include any external activities (paid or otherwise) that could be perceived by the Council as having the potential for a conflict of interest.</p> <p>Include any personal relationships/ partnerships with people within the Council including Members.</p> <p>Also consider if you access services, as a resident/user of CW&C that may be perceived as a conflict of interest.</p>	<p>This can be defined as any work or non-work related activity that falls outside the scope of your usual employment contract. It may or may not draw upon the skills and knowledge relevant to their Council employment. If the former then there will be some additional conditions to be aware of to ensure that your position in the Council is not compromised.</p> <p>There is a general obligation on all employees not to compromise standards of behaviour, conduct or performance through personal relationships.</p> <p>The employment of relatives and people having a close personal relationship within the Council leaves open the possibility of conflicts of interests and loyalties.</p> <p>In most cases relationships do not cause difficulties, for example because the individuals are well separated by distance or job type. Nevertheless, there will always be a potential for problems and this should be borne in mind during the recruitment process or where existing staff are involved.</p> <p>As a resident or user of CW&C services you may be seen as having an advantage. If this is the case, then you should declare as per the guidance in section 8. Of the Code.</p>

Code of Conduct – Guidance Case Studies

NB Whilst the details of the case studies are based on fact, they are examples and do not relate to actual employees.

<p>Case Study 1</p> <p>An employee, related to a service user did not declare this on their form. Whilst ordinarily this would not be an issue, the employee worked in the department that delivered the service to the relative. Furthermore the employee was the nominated appointee for the relative and therefore could have been at an advantage or could have benefited from misappropriation of funds.</p> <p>Issues: The employee should have declared this relationship on the declaration form as a potential conflict.</p> <p>The manager would then have been aware of any potential conflict and dealt with the issues accordingly.</p> <p>By not doing so they raised suspicion and an investigation followed.</p>	<p>Case Study 2</p> <p>An employee was also a landlord renting out several properties. Whilst ordinarily this would not be an issue, the employee also worked in the Council Tax team and their role involved tax payments and awarding of council tax discounts. Upon routine investigations, one of the properties registered in the employees name was in receipt of benefits and discounts had been awarded/provided.</p> <p>This discrepancy was highlighted as part of the National Fraud Initiative (NFI) and this employee was subsequently investigated for a breach of the Code of Conduct.</p> <p>! Be aware that cross checks of information are regularly undertaken as part of the National Fraud Initiative including payroll and addresses. If an employee's address is matched to benefits, council tax discounts, and/or creditors then this will be further investigated regardless of whether they work in the related Service or not.</p>
<p>Case Study 3</p> <p>An employee working in the local planning department also drew up plans as a private business and plans were submitted to their own department. This had not been declared.</p> <p>Issue: All employees need to request permission before undertaking any additional employment or private work.</p> <p>In addition they should not deal with any work that either they or an associate may benefit from outside the Council.</p>	<p>Case Study 4</p> <p>An employee was offered and accepted a fully expenses paid trip to the Races, funded by a potential supplier to the Council.</p> <p>Issue: Whilst gifts and hospitality may be acceptable, in some situations (except within the Adults Directorate), these must be declared in advance and permission provided by the Head of Service.</p> <p>However, in this situation there could have been a potential conflict because the host wanted to be a supplier and the hospitality was being provided with an alteria motive. It may have been more appropriate to respectfully turn down the invitation.</p>
<p>Case Study 5</p> <p>A Director of the Council also held a position as School Governor at a local primary school. They used their influence as a senior manager to receive preferential treatment for their school.</p> <p>Issue: The employee should have disclosed this as an interest on their declaration form.</p> <p>Whilst employees may wear different 'hats' inside and outside of work they cannot use their position inside work to influence any decisions to benefit outside interests.</p>	