**HALEWOOD TOWN COUNCIL**

**STAFF/VOLUNTEERS DECLARATIONS OF INTEREST POLICY**

The reputation of the Town Council depends in large part on the conduct of its employees/volunteers and what the public believes about their conduct. The public rightly expects conduct of the highest standard, and to be confident in the integrity of the Town Council.

Accordingly, as part of the Town Council’s approved Staff Code of Conduct, you are required to declare and ‘register’ your external interests, which will be confidential to the Town Manager or their delegated representative. The declaration of interests by staff/volunteers is also an audit recommendation.

Details of your interests, both pecuniary (financial) and non-pecuniary, must be shown overleaf.

**Pecuniary Interests**

If you or a member of your family or spouse/partner has a financial interest in a Company or Organisation to which the Town Council may award a contract or place an order, this must be declared.

If you are at a meeting of the Town Council when such a contract is to be considered, you should report your interest to the Town Manager, or senior officer present, and you must not speak on any item in which you have an interest or consider leaving the meeting entirely.

A family member would normally be defined as a spouse/partner, parent, son, daughter, brother/sister. However, if another relative (uncle, aunt, niece, nephew etc) has a financial interest of which you are aware, you may consider it proper to declare a general interest in order to avoid future accusations of bias.

**Non-Pecuniary Interests**

Interests which are not financial can be just as important and you should treat these in the same way as a financial interest. Whenever you have any private or personal interest in any matter in which you are involved at work, you must not allow that interest in any way to influence how you carry out your work.

Examples include kinship, friendship, membership of an association, societies, trade unions, trusteeship, and any other kind of relationship either with an Elected Member of the Town Council, or member of Town Council staff, and which could potentially influence your judgement and give the impression that you might be acting from personal motives, this must be declared.

**Employment and Volunteering outside of the Town Council**

Individuals should declare other employment or business, regardless of whether a conflict of interest is anticipated as there may be an indirect impact on the Town Council. This is noted in Section 4 of your contract of employment.

If you work other jobs or vocations for personal gain, we ask that you advise the Town Manager. You must not undertake any work in connection with additional employment within Town Council time or using council resources. The Town Council is entitled to ownership of intellectual property e.g., copyright of material produced by you in the course of your duties.

The Town Council encourages employees to volunteer or support worthy causes outside of work hours. However, similarly to the point noted on ‘other employment’, this volunteering should be declared on your form to avoid any indirect impact on the Town Council. Further, it is the responsibility of the employee to declare any potential conflict of interest, or to update their form should circumstances change.

**Gifts and Hospitality**

Individuals who accept gifts in excess of £10.00, or any hospitality from a service user, supplier or contractor to the Town Council must declare it. Where gifts above this value or hospitality are offered, or if there is any concern that a donor is trying to gain favour, then they should be politely refused.

**Linked Policies**

* Disciplinary Procedure
* Grievance Procedure
* Staff Code of Conduct

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| **Last Review Date** | July 2022 |
| **Next Review Date** | July 2024 |
| **Date Approved** | 12th July 2022 |
| **Review Cycle** | 2-yearly |

**STAFF/VOLUNTEER DECLARATION OF INTERESTS**

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| --- |
| Name:-  Position:- |

1. Details of any Pecuniary (financial) interests:- This might

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2. Details and description of any non-pecuniary interests:-

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Please advise of any changes to the above information as and when your circumstances change.

Signed: ............................................................

Date: ...........................................................

Town Manager: .................................................. (Noted)

Date: ............................................................