

# Ethical Standards Commissioner

## Declaration of Interests/ Gifts & Hospitality Form

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| Name: |  |
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| Position: |  |
| Date:     |  |

### Declaration of Interests

As an employee, you are required to act in the best interests of the Commissioner. In doing so, you must ensure that your private interests do not impact adversely upon your ability to undertake your official duties responsibly and that you do not put yourself in a position where your actions, decisions and/or independent judgement can reasonably be perceived to be open to improper influence.

A conflict of interest will arise where you have an interest which may actually compromise or be reasonably perceived to compromise your ability to perform your role within the Commissioner in an impartial and objective manner. It is important to note that a conflict of interest may arise even if no inappropriate actions result from it. Perceptions of impropriety have the potential to seriously undermine the reputation of the Commissioner. The risks associated with actual or potential conflicts of interest are such that careful identification, monitoring and management are required.

To allow the Commissioner to identify any actual or potential conflicts of interest, staff members should complete this form annually or whenever your circumstances change. The Commissioner will issue regular reminders about updating this form. Please refer to the Commissioner's Code of Conduct when completing this form. The information you provide will be reviewed internally and methods for managing any actual or perceived conflicts of interest will be agreed with you.

This form should also be used to record the details of any gifts or hospitality received during the period.

| Registerable Interest | Description of interest   | Entry<br>(please state NONE where applicable) |
|-----------------------|---|---|
| 1. Remuneration       | <p>You have a registerable interest where you receive remuneration by virtue of being:</p> <ul style="list-style-type: none"> <li>• employed</li> <li>• self-employed</li> <li>• the holder of an office</li> <li>• a director of an undertaking</li> <li>• a partner in a firm or</li> <li>• engaged in a trade, profession or vocation or any other work.</li> </ul> <p>The amount of remuneration does not require to be registered and remuneration received as a result of your employment with the Commissioner does not have to be registered.</p> <p>If a position is not remunerated it does not need to be registered under this category. However, unremunerated directorships may need to be registered under category two, "Other Roles".</p> <p>If you receive any allowances in relation to membership of any organisation, the fact that you receive such an allowance must be registered.</p> <p>When registering employment, you must give the full name of the employer, the nature of its business, and the nature of the post held in the organisation.</p> <p>When registering remuneration from the categories listed above (self-employment, holder of an office, director of an undertaking, partner in a firm or engaging in a trade, profession or vocation or any other work) you must provide the full name and give details of the nature of the business, organisation, undertaking, partnership or other body, as appropriate.</p> <p>Where you undertake a trade, profession or vocation, or any other work, you must include information about the nature of the work and how often it is undertaken.</p> |   |

| Registerable Interest | Description of interest   | Entry<br>(please state NONE where applicable) |
|-----------------------|---|---|
|                       | <p>When registering a directorship, it is necessary to provide the registered name and registered number of the undertaking in which the directorship is held and provide information about the nature of its business.</p> <p>Registration of a pension is not required as this falls outside the scope of the category.</p> |   |

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|-----------------------|---|---|
| 2. Other Roles        | <p>You must register any unremunerated directorships where the body in question is a subsidiary or parent company of an undertaking in which you hold a remunerated directorship.</p> <p>You must register the registered name and registered number of the subsidiary or parent company or other undertaking and the nature of its business, and its relationship to the company or other undertaking in which you are a director and from which you receive remuneration.</p>   |   |
| 3. Contracts          | <p>You have a registrable interest where you (or a firm in which you are a partner, or an undertaking in which you are a director or in which you have shares of a value as described under Interest in Shares and Securities below) have made a contract with the Commissioner:</p> <ul style="list-style-type: none"> <li>• under which goods or services are to be provided, or works are to be executed and</li> <li>• which has not been fully discharged.</li> </ul> <p>You must register a description of the contract, including its duration, but excluding the consideration.</p> |   |

| <b>Registerable Interest</b>         | <b>Description of interest</b>  | <b>Entry</b><br>(please state <b>NONE</b> where applicable) |
|--------------------------------------|---|---|
| 4. Houses, Land and Buildings        | <p>You have a registerable interest where you own or have any other right or interest in houses, land and buildings, which may be significant to, of relevance to, or bear upon, the work and operation the Commissioner.</p> <p>The test to be applied when considering appropriateness of registration is to ask whether a member of the public acting reasonably might consider any interests in houses, land and buildings could potentially affect your responsibilities to the Commissioner and to the public, or could influence your actions, speeches or decision making.</p>  |   |
| 5. Interest in Shares and Securities | <p>You have a registerable interest where:</p> <ul style="list-style-type: none"> <li>• you own or have an interest in more than 1% of the issued share capital of the company or body; or</li> <li>• where, at the relevant date, the market value of any shares and securities (in any one specific company or body) that you own or have an interest in is greater than £25,000</li> </ul>   |   |
| 6. Gifts and Hospitality             | <p>You must not accept any offer by way of gift or hospitality which could give rise to real or substantive personal gain or a reasonable suspicion of influence on your part to show favour, or disadvantage, to any individual or organisation. You should also consider whether there may be any reasonable perception that any gift received by your spouse or cohabitee or by any company in which you have a controlling interest, or by a partnership of which you are a partner, can or would influence your judgement. The term “gift” includes benefits such as relief from indebtedness, loan concessions, or provision of services at a cost below that generally charged to members of the public.</p> <p>You must never ask for gifts or hospitality.</p> |   |

| Registerable Interest | Description of interest   | Entry<br>(please state NONE where applicable) |
|-----------------------|---|---|
|                       | <p>You are personally responsible for all decisions connected with the offer or acceptance of gifts or hospitality offered to you and for avoiding the risk of damage to public confidence in the Commissioner. As a general guide, it is usually appropriate to refuse offers except:</p> <ul style="list-style-type: none"> <li>• isolated gifts of a trivial character, the value of which must not exceed £25</li> <li>• normal hospitality associated with your duties and which would reasonably be regarded as appropriate or</li> <li>• gifts received on behalf of the Commissioner.</li> </ul> <p>You must not accept any offer of a gift or hospitality from any individual or organisation which stands to gain or benefit from a decision the Commissioner may be involved in determining, or who is seeking to do business with the Commissioner, and which a person might reasonably consider could have a bearing on your judgement. If you are making a visit in your capacity as an employee of the Commissioner then, as a general rule, you should ensure that the Commissioner pays for the cost of the visit.</p> <p>You must not accept repeated hospitality or repeated gifts from the same source. For the purposes here repeated will mean occurring on five or more occasions in one year.</p> |   |

| Registerable Interest      | Description of interest  | Entry<br>(please state NONE where applicable) |
|----------------------------|--|---|
| 7. Non-financial Interests | <p>You may also have a registerable interest if you have non-financial interests which may be significant to, of relevance to, or bear upon, the work and operation the Commissioner. It is important that relevant interests such as membership or holding office in other public bodies, companies, clubs, societies, and organisations such as trades unions and voluntary organisations, are registered and described.</p> <p>In the context of non-financial interests, the test to be applied when considering appropriateness of registration is to ask whether a member of the public with knowledge of the relevant facts might reasonably think that any non-financial interest could potentially affect your responsibilities to the Commissioner and to the public, or could influence your actions, speeches, or decision-making.</p> |   |

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| <b>Signed:</b> |  | <b>Date:</b> |  |
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