

Declaration of Interest

As an employee of Richmond and Wandsworth Councils and in accordance with the Code of Conduct, you are expected to demonstrate honesty, impartiality and objectivity when undertaking your duties. The purpose of this declaration is to safeguard everyone from any suspicion of wrongdoing (real or perceived) and therefore you are encouraged to complete the form in an open and honest way.

Completing the declaration

It is mandatory for **everyone** (this includes temporary and non-school employees) working for the Councils to complete the declaration form every 12 months or when there is a change in circumstance (for example, membership of certain clubs or societies, second employment etc.)

You will be required to declare any interests such as activities and connections outside of work (whether business, financial, personal, or social) that may affect your impartiality in doing your job and could potentially cause actual or perceived conflicts between your individual interests and those of the Councils.

Requirements

What you are required to do*:

- Declare any activity, relationship or connections that may result in a conflict of interest arising in a work capacity
- Declare membership of any organisation whose membership may conflict with being an employee of the Councils. This includes any organisation which may promote any type of favouritism or special interest which is inconsistent with Council policy and/or where the principles or beliefs of the organisation give rise to a conflict of interest with the Councils, or any interest you may have with any organisation that you know has financial dealings with the Councils
- Political neutrality - employees are required to act in the course of their duties in a politically neutral manner
- Other employment (outside of the Councils) must be declared for staff at scale 6 grade and above.

*The above list is not intended to be exhaustive, you must refer to the [guidance notes](#) and read the [Code of Conduct for Employees](#) before completing the Declaration of Interest form.