



## Declaration of Interest Guidance Notes

**To be completed for ALL persons working for Richmond and Wandsworth Councils (this includes temporary and non-school based employees). You must read this in conjunction with the Code of Conduct for Employees.**

A nil return is required - i.e. employees are also required to complete the form even if they have no conflicts to declare.

### Conflict of Interests

#### Definition of relationships:

- The term “**relative**” means a spouse, partner, parent, parent-in-law, son, daughter, step-son, step-daughter, child of a partner, brother, sister, grandparent, grandchild, uncle, aunt, nephew, niece, or the spouse or partner of any of the preceding persons.
- “**Partner**” means a member of a couple.
- A “**friend**” can be described as someone who is well known to you and for whom you have feelings of liking, affection and loyalty. It is a closer relationship than simply being an acquaintance. For example, if you are both members of the same charity, club or association, this is not likely, on its own, to mean that you have a friendship.
- A “**close personal associate**” would include a person not employed by the Council with whom you have a close business connection.

**1. Do you have a partner, spouse, relative, friend or know a close personal associate whereby a conflict of interests could potentially arise with your employment with the Council?**

For example:

- They may have influence over your employment within the Councils
- You may manage or be managed by them or you deal with them in a work capacity
- You have a close or personal connection to a staff member that works in your team, department etc.



- Any relationship with an applicant, if you are dealing with applications for the Councils for services such as planning permission, permits, licences, grants, housing (including temporary accommodation, or applications for employment).
- Any personal interests you may have in Council activities within Richmond and Wandsworth, for example, if are you a landlord or involved in the fostering of children.
- Any membership of sports clubs, trade associations, professional bodies, Guilds, youth organisations, tenant organisations, national or local campaigns, charitable bodies or political parties, which could, in exceptional circumstances give rise to a conflict of interest).
- Debt to the Councils (e.g. rent/service charge arrears; Council Tax arrears). You must declare any debts to the authorities and what arrangements you have made to repay these debts.

**2. Do you have any financial interests or indirect interest in any contract that the Councils has entered into or propose to enter into?**

For example:

- All relationships of a business or private nature with contractors, or potential contractors should be declared. Where you are in a position of influence, you must not show any favour to anyone relating to Council Business
- Indirect interest could be your partner, spouse, relative, friend or personal close associate's financial interest in the contract
- Any contract for goods, services or works between the Councils and you (or a firm in which you are a partner, or a body corporate of which you are a director or which you have a beneficial interest).

**3. Are you a member of any organisation whose membership could conflict with your employment by the Councils?**

As an employee of the Councils you must not use your position of influence to show favour to that organisation, pass on information about the Councils which would be to the financial (or other) advantage of the organisation, or promote the work principles of that organisation through the work that you do for the Councils.

For example:

- Any position you may hold with an external company or organisation, whether paid or unpaid, which may lead to a conflict of interests, such as directorships or committee membership with charities, voluntary groups, Housing Associations or school governorships.



- Or any personal interests you may have in Council activities within Richmond and Wandsworth, for example, if are you a landlord or involved in the fostering of children.
- The Councils have financial dealings with many organisations and if you are both a member of such an organisation and an employee of the Councils, a potential conflict of interest could arise through that work.

#### **4. Working for yourself and outside bodies**

All employees should be clear about their contractual obligations and should not take outside employment which conflicts with the Councils' interest. The Councils reserve the right to instruct an employee to cease other work (paid or unpaid) where there is a conflict of interests between the employee's official duties and other work or if the work/activities affect your ability to do your job, e.g. shift work, night work which may affect your attendance and/or performance at work and affect your health. You must not undertake outside work during your Council work time; this includes periods of sick leave or suspension from duty.

**\*All employees above scale 6 must seek written approval from their Head of Service before having or taking up any outside employment or self-employment.**

**\* For Managers**

**If the Declaration of Interest is not approved, please discuss the reasons with your Head of Service and HR Business Partner.**