

Guidance on Declaration of Pecuniary and Non Pecuniary Interests



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Note: Please be aware that any printed copies of this document may not be the most recent version. You should check on the Intranet to ensure that you are using the current version.

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1. Introduction

1.1 Employees should avoid putting themselves in a position where their integrity is called into question because of any perceived or actual financial or other obligation that could influence their role / position within the Council.

1.2 Employees are also advised not to maintain outside interests which are to the detriment of their work with the Council.

1.3 This guidance reinforces **the Council's [Code of Conduct](#)** and sets out the criteria and process for identifying and recording pecuniary and non-pecuniary interests.

It supersedes the guidance on 'Staff Gifts, Hospitality Register Pecuniary and Non-Pecuniary Interests' issued in February 2007. Employees should also refer to the [Guidelines on Personal Relationships at Work](#).

1.4 For guidance on the declaration of gifts or hospitality, employees should refer to the Council Guidelines on the Register of Gifts and Hospitality.

1.5 The guidance does not set out to be exhaustive or exclusive. Employees should also familiarise themselves with regulations, guidance or rules, which apply specifically to their job, service or profession etc.

2. Scope

2.1 This guidance applies to all employees of the Council up to and including the Chief Executive except employees engaged at or based at Schools. The Governing Body of the School may wish to adopt these guidelines for its own use.

2.2 The guidance also applies to workers who are not directly employed by the Council, but are undertaking work on behalf of the Council (e.g. agency workers, consultants.)

3. Register of Pecuniary and Non-Pecuniary Interests

Maintenance of Register of Pecuniary and Non-Pecuniary Interests

3.1 Each Department is responsible for maintaining [a Register of Pecuniary and Non-Pecuniary Interests](#) and should nominate an officer to co-ordinate the collation of completed Declaration of Pecuniary and Non-Pecuniary Interests Forms within the Department.

3.2 **In accordance with the Council's** Code of Conduct for Employees, all Heads of Service/Operational Directors are required to complete an annual declaration of pecuniary and non-pecuniary interests. This should be countersigned by their Corporate Director and forwarded to the Head of Human Resources, who is responsible for maintaining a central register of the pecuniary and non-pecuniary interests of Heads of Service/Operational Directors.

Categories of pecuniary and non-pecuniary interests

3.3 Pecuniary and non-pecuniary interests fall into the following categories:

- Financial interests (e.g. shareholdings, being in receipt of Council grant aid, sponsorship).
- Personal interests (e.g. membership of certain clubs, associations or societies).

- Dual employment issues.
- Declaration of personal relationships (e.g. to other employees, Council members, contractors) - Employees should refer to the **Council's** Guidelines on Personal Relationships at Work for further guidance.
- Other interests (e.g. member of School Governing Body, other Board).

3.4 The examples above are given for illustration only and are not exhaustive. Further guidance is given on the [Declaration of Pecuniary and Non-Pecuniary Interests Form](#) on the Intranet.

New employees and those accepting new contracts of employment

- 3.5 Managers should refer newly appointed employees to these guidelines in the course of their induction. The employee should complete the Declaration of Pecuniary and Non-Pecuniary Interests Form and return this to their manager.
- 3.6 The employee is required to complete and return the declaration as a condition of their employment, even if they have no interests to declare.
- 3.7 If any interests have been declared, the form should be forwarded to the relevant Head of Service/Operational Director to sign. The Department should then ensure that details are added to the Register of Interests for their Department. Departments are responsible for keeping the Register of Interests updated.
- 3.8 In accordance with the Code of Conduct, if an employee is a member of an organisation with secrecy about rules or membership, (e.g. the Freemasons), this must be notified to the Head of Human Resources.

Annual declaration of interests

- 3.9 All employees are required to complete the Declaration of Pecuniary and Non-Pecuniary Interests form annually whether or not they have any interests to declare. Departments should make arrangements to co-ordinate and record this. Managers are responsible for chasing up any forms which are not returned by their direct reports.
- 3.10 Where an interest has been declared, the form should be forwarded to the Head of Service/Operational Director for the Department concerned and it should be noted on the Register of interests for their Department

Amending declaration forms

- 3.11 Employees may request to amend the form at any time, should their circumstances change (e.g. the employee becomes a member of an organisation). This should be done as soon as the employee is aware of a change in circumstances.
- 3.12 **The form should be forwarded to the employee's** Head of Service/Operational Director, who will amend the Register of Interests accordingly.

Dealing with a potential conflict of interest

- 3.13 Where a potential conflict of interest has been declared, **the employee's manager should** meet with the employee to discuss and agree any necessary arrangements to mitigate any risk of fraud or improper conduct. This may include, for example, temporarily re-allocating duties or prohibiting involvement in certain work projects where a conflict arises.

- 3.14 Where a personal relationship has been declared, the manager should refer to the **Council's** [Guidelines on Personal Relationships at Work](#) and, where necessary, agree contingency arrangements accordingly.
- 3.15 The manager should confirm to the employee in writing, any arrangements as agreed in 3.13 above, attaching a copy to the form, which should then be forwarded to the **employee's** Head of Service/Operational Director.
- 3.16 The Head of Service/Operational Director should countersign the form and ensure that any interests declared are entered on the Department Register of Interests.
- 3.17 If an employee has declared membership of or personal interest in an organisation or society which has secrecy about rules, membership or conduct (e.g. the freemasons) the Head of Human Resources will maintain the details on a central register.

Failure to declare interests

- 3.18 If an employee fails to return a declaration form, this will not, in itself, constitute a disciplinary offence.
- 3.19 However, should a relationship and/or activity emerge which was relevant to the **employee's duties** and the employee knowingly failed to declare this, as set out in this guidance and/or the Code of Conduct, this may be taken as evidence of misconduct or gross misconduct and disciplinary action may follow.

Confidentiality

- 3.20 The information given on the declaration forms is given in the strictest confidence and must not be divulged inappropriately.
- 3.21 However, Heads of Service/Operational Directors may need to review declaration forms should it emerge that an employee has gained membership of an organisation or pressure group or should there be suspicion that a relationship has emerged which was **relevant to the employee's duties and is contrary to the Code of Conduct**.