

DECLARATION OF INTEREST, GIFTS OR HOSPITALITY



FORM 2 (for Tier 4 Officers and above)

PART A – To be completed by the employee making the declaration

Employee Name:	XX, Head of XX		
Job Title:	Tier 4 Officer, please specify		
Service:	Choose an item.		
Date of Declaration:	28/04/2020		
Type of Declaration:	Other Employment	<input type="checkbox"/> Close Personal Relationship	<input checked="" type="checkbox"/>
	Gift and / or Hospitality	<input type="checkbox"/> Financial Interest	<input type="checkbox"/>
	Business Interest	<input type="checkbox"/> Personal / Other Interest	<input checked="" type="checkbox"/>
	Organisation not open to the Public	<input type="checkbox"/> 'Nil' Return	<input type="checkbox"/>

Please provide as much detail as possible in relation to your declaration.

In the case of other employment, please include details relating to who the other employer will be, the nature of the role (including duties and responsibilities) and the times/days that you are proposing to work.

In the case of gifts and hospitality, please include details of the donor, the reason for the offer and the estimated value.

In the case of a close personal relationship with a fellow employee, please provide details of that person.

I am married to XX who works part-time in XX Services as a clerk to the BCP fostering panel. XX is also clerk to governors at a number of schools located in Poole one of which is a BCP Maintained School, XX.

My two boys are pupils at XX School and my daughter is a pupil at XX school. XX is a maintained school, XX is an academy school.

I am a treasurer of XX Club which has no direct relationship with BCP Council and is not in the BCP boundary area. I am the representative on the XX Sports Association which has a contractual commercial relationship with BCP Council to provide grass cutting services to the sports fields.

NB This contractual arrangement is a long-standing affair and was in place prior to me joining the XX as XX representative.

I am a resident of BCP, my home address is XX and thus I pay Council Tax to BCP Council. I accordingly use numerous BCP Council services.

I am a up-to-date paid up member of the XX Institute, accordingly I have professional ethics and an institute code of conduct to follow and I participate in a mandatory Continual Professional development (CPD) scheme. I consider this complements my role in BCP Council and in no way is a conflict of interest, but I have recorded here for complete transparency.

Please forward your completed form to your line manager for consideration

PART B - To be completed by the approving manager

The Manager is responsible for considering the contents of this form and making a decision on the declaration. In situations where the declaration relates to a Service Director, approval should be sought from the relevant Corporate Director. For declarations involving a Corporate Director and the Chief Executive, approval should be sought from the Monitoring Officer (i.e. Director of Law & Governance). For the Monitoring Officer's declaration, approval should be sought from the Chief Executive.

I confirm that I consider:	Please tick
The declared personal interest or offer of gift or hospitality to be acceptable within the employee's role and no further action is required.	<input type="checkbox"/>
The declared personal interest or offer of gift or hospitality to be acceptable within the employee's role, providing that the changes and/or actions detailed below are completed.	<input checked="" type="checkbox"/>
The declared personal interest or offer of gift or hospitality to be unacceptable within the employee's role for the reasons detailed below.	<input type="checkbox"/>
The declared 'Nil' Return to be acceptable.	<input type="checkbox"/>

Please include any changes, actions or reasons relevant to the above decision:

XX, Head of XX will not be involved in XX activity at XX school. XX, will deputise in all areas.

It is agreed XX will have no involvement whatsoever with any contractual matters between XX and BCP Council, on grass cutting or any other matter. If such matters are discussed XX will declare an interest (i.e. he works for the Council) and will leave the room for the discussion. XX will ensure this is recorded in the minutes of any XX records.

Line Manager's Name:	XX
Job Title:	Head XX
Date:	20 May 2020

A copy of the completed form should be e-mailed to the employee and to the monitoring officer (i.e. Director of Law & Governance).