

# Declaration of Interests



## EMPLOYMENT ZONE

# Declaring an Interest of Personal Involvement in External Organisations

## Our arrangements

Our reputation and success depends on the services we deliver to the people who live in and visit the City. We recognise that key to this is ensuring that employees are aware of standards and behaviours expected of them as laid out in our Code of Conduct and Hospitality/Acceptance of Gifts Policy.

## Code of Conduct

Our [Code of Conduct](#) sets out our expectations of employees and details the implications for employees when these expectations are not met. It states: - ***‘as an employee you have an obligation to act in the best interest of the council and to avoid situations where there may be a potential conflict of interest’***.

This is appropriate in all circumstances and is particularly appropriate if you have an involvement with external organisations on a personal or professional capacity (on behalf of the council).

It’s also appropriate if someone close to you (such as relatives, friends, family of spouse or partner) has involvement with the organisation.

## Hospitality/Acceptance of Gifts Policy

Our [Hospitality/Acceptance of Gifts Policy](#) provides guidelines on how to deal with hospitality and gifts from external organisations and should be read in conjunction with this guide.

## What do we mean by an external organisation?

Any organisation external to the council, this could include voluntary sector organisations, charitable organisations, private organisations, limited companies or contractors seeking to tender for business from the council. For example you or someone you’re associated with may be a board member, volunteer, advisor or another role in the organisation, whether paid, unpaid or in a professional capacity (on behalf of the council).

## What is a conflict of interest?

A conflict of interest arises if there is a risk that your judgement or the actions you take in relation to the external organisation conflict with your role or the best interests of the Council. The risk of conflict will depend on your role and your level of involvement or association with the organisation.

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### Examples of a conflict of interest

It's not possible to provide a list of all potential conflicts of interest as each case will be looked at individually. We have provided some examples below for your information:

- The organisation you have an involvement or association with makes contact with the council for any reason (for example grant funding, advice, applications for council services, subsidies or tendering for business) and you may be involved with this in your role.
- Your role in the council is directly or closely related to the role you undertake in the external organisation. For example you work in planning and work to assist planning applications in an external organisation.
- The level of involvement you have in the external organisation is substantial, and as a result there is a high risk of regular conflicts of interest.

### What should you do if you have an involvement or association with an external organisation?

If your involvement is on a personal level you should refer to the code of conduct and consider your role in the council and decide if you need to declare your interest. If you are unsure, you should advise your manager or contact Executive Compliance Unit (Audit & Inspection) for further advice and guidance.

You must also advise your manager if:

- You or someone close to you (such as relatives, friends, family of spouse or partner) are employed or have an association with an external organisation and in your council role you are involved in:
  - The awarding of Council contracts or monitoring contract performance
  - Assessment of applications for grant funding.
  - Grants administration.
  - The provision of advice to external organisations on the availability of grant funding from the Council and assistance with applications for such assistance.
  - Monitoring of external organisations which receive grant funding from the Council.
  - Maintaining a business relationship with this organisation.
- You have paid or unpaid employment out-with your role with the council.
- You are a member of a professional body, trade association or trade union of shareholding where the nominal value of interest exceeds 1/100<sup>th</sup> of the total nominal value of the issued share capital or £1000 whichever is less.

You should declare your personal interest using the [Declaration Form](#) and submit to the Executive Compliance Unit (ECU) of Audit and Inspection for assessment. If any potential issues are identified, the ECU will liaise with you,

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your manager and/or service HR team for further discussion on the matter.

If your involvement is in a professional capacity (on behalf of the Council) you must declare this too by email to the Council's Committee and Members Services Manager, Chief Executive's Department before any commitment is made, as any professional appointments must be approved at a Council meeting.

### Register of employee interests

All Chief Officers of the Council are required to complete a Declaration of Interest on an annual basis. It is also the responsibility of each Executive Director/Managing Director to identify any key officer who, because of their role within the organisation require to complete an annual declaration.

The Executive Compliance Unit hold a register of these officers and any officers who have completed a personal declaration.

Glasgow City Council will use the personal information provided on your declaration form to effectively manage your employment relationship. Full details on the use of this data can be accessed using the following link:

<http://connect.glasgow.gov.uk/CHttpHandler.ashx?id=56093&p=0>

Committee and Members Services hold a register of employees who have made a professional declaration and such appointment has been approved by the Council.

### What must you do to ensure no conflict of interest arises?

You should always ensure that you behave in line with the expectations set out within the Council's code of conduct. If your input is on a personal basis:

- Do not make reference to Glasgow City Council or imply that you can negotiate on behalf of the Council in relation to the organisation or bind the Council on any matters.
- Maintain a boundary between your involvement in the external organisation and your role in the council.

### Further Information

Please review the code of conduct and Hospitality/Acceptance of Gifts Policy, if you have questions speak with your line manager or contact the Executive Compliance Unit (Audit & Inspection) for further advice and guidance. For professional involvement you should speak to the Committee and Members Services Manager, Chief Executive's Department.