

# CODE OF CONDUCT FOR EMPLOYEES OF EPPING FOREST DISTRICT COUNCIL

## Declaration form

This form must be completed and signed by all employees.

Please read the Code of Conduct for Council Staff and associated Guidance Notes on the declaration of pecuniary and personal interests before completing this form.

**Please print clearly in black ink**

**Name:**

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**Work Address:**

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**Group:**

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**Telephone Number:**

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### PART A

#### 1. Employment

1.1. I am/will be employed by the Council as:

(If you have more than one job in the Council, please list all those jobs)

1.2 I also work as:

Employers name and nature of business:

1.3 I am also self-employed as:

I trade under the following name(s):

## **PART B - Personal Interests of Employee**

### **1. Financial interests**

#### **1.1 Directorships: If these interests are unlikely to have a direct impact on your area of work, you do not need to identify them.**

I, or my close relative, (e.g. wife, husband, partner, parent, child) hold the following Directorships in the following company(ies):

#### **1.2 Shareholdings: If these interests are unlikely to have a direct impact on your area of work, you do not need to identify them.**

I, or my nominees, own shares in the following company(ies):

#### **1.3 Grant Aid/Professional Bodies: If these interests are unlikely to have a direct impact on your area of work, you do not need to identify them.**

I have recently applied or intend to apply for a grant on my own behalf from the Council.

Yes  No

If 'YES' specify nature and amount.

A group or organisation in which I am involved in the running (and in the decision-making process) has applied for and/or intends to apply for a grant from the Council.

Yes  No

If 'YES' specify nature, amount and your position in group/organisation.

- 2. Clubs, Associations and Societies: If these interests are unlikely to have a direct impact on your area of work, you do not need to identify them.**

I have a personal interest in or membership of the following club(s), association(s) or society(ies) which has the potential to conflict with the interests of the Council:

- 3. Professional Bodies: If these interests are unlikely to have a direct impact on your area of work, you do not need to identify them.**

I am involved in the decision-making process of the following body(ies):

(Please state name and nature of any professional body/bodies in which you are a member).

- 4. Select Societies: If these interests are unlikely to have a direct impact on your area of work, you do not need to identify them.**

I have a personal interest in/or membership of the following society(ies):

(Please state name and nature of any select society(ies) in which you have a personal interest/membership).

Please state in what capacity you are a member:

**5. Housing Association: If these interests are unlikely to have a direct impact on your area of work, you do not need to identify them.**

5.1 I am a member or office holder of a Housing Association with properties in the District

Yes  No

If 'YES' specify name(s), registered office(s) and capacity(ies):

5.2 I am a member or office holder of a Tenants'/Residents' Association in the District

Yes  No

If 'YES' specify name(s) of Association(s):

**6. Other Interests: If these interests are unlikely to have a direct impact on your area of work, you do not need to identify them.**

6.1 I, or my partner, are associated with a limited company or unincorporated business.

Yes  No

Specify nature of Association(s):

6.2 I am involved in the decision-making process of a charitable Trust

Yes  No

If 'YES' specify which Trust(s) and nature of relationship with the Trust(s):

6.3 I have another interest which may impact on my work.

Yes  No

Please specify:

The Council encourages voluntary work, public duties and activities in support of the local community and employee involvement in these areas is welcomed and supported.

- 6.4 I have been appointed by a Government Minister as a member of a statutory undertaking(s) or other body(ies) which is constituted in order to discharge or assist in discharging a statutory function.

Yes  No

If 'YES' specify body(ies):

- 6.5 I am a Councillor in a Local Authority.

Yes  No

If 'YES' specify which authority and office/title held:

- 6.6 I am a co-opted member of a Local Authority Committee(s), Sub-Committee(s) or similar body.

Yes  No

If 'YES' please specify:

- 6.7 I am a member of a school governing body and/or am on the controlling body of a parent/teachers association(s).

Yes  No

If 'YES' specify which association(s):

- 6.8 I am a Board member of a Hospital Trust/Health Authority.

Yes  No

If 'YES' specify Hospital Trust/Health Authority:

- 6.9 I serve as a Magistrate.

Yes  No

If 'YES' specify which Court:

**7. Recruitment of Relatives**

Are you related to, or have an association with, a Member of the Council or anyone working for the Council? The term 'associated with' includes spouse, partner, close family members e.g. mother, father, sister, brother and other persons with whom you have a close personal relationship.

Yes                       No

If 'YES' specify name(s) and work area(s):

**Declaration**

Please see Guidance Note for Staff re: inspection of information (Paragraph 6).

I declare that I have read the Code of Conduct for Council Staff and associated Guidance Notes on declaration of pecuniary and personal interests and to the best of my knowledge and belief, the answers given above are truthful, accurate and complete. I undertake to inform my Head of Service of any change to these answers within 28 days of that change taking place.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**When completed, please return this form to Head of Human Resources.**

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**FOR OFFICE USE**

**Date received:** \_\_\_\_\_

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