

## PUBLIC SERVICE ETHICS - DECLARATION OF INTERESTS

Please complete all sections of the form indicating nil where appropriate

**Your Name**

**Job Title and Grade**

**Directorate**

### Section I - Financial Interests

**1.1 Outside Employment or business interests**

I have no outside employment or business interest

OR

I am employed (or self-employed) as:

I am employed by (or I trade under the following name(s):

My places of business are as follows:

I work the following numbers of hours each week for outside businesses:

I have previously been given permission to undertake this work by (insert name, job title and date)

**1.2 Directorships/ Partnerships/Company Secretary**

I have no outside business interests

OR

I have business interests in the following companies:

I have business interests in the following organisations:

**1.3 Shareholdings**

I have no shareholding in any companies which have or may have business interests with the Council

OR

I or my nominees own shares in the following companies which have or may have business interests with the Council:

**1.4 Property**

**You must answer the following set of questions if your work with the Council is related in any way to the Council's housing policy or council's property management, or housing the of vulnerable clients of the Council. If you are in any doubt you should seek advice from your manager**

In addition to my main place of residence, I have a tenancy in the following private or public properties in the borough:

The name of my landlord is:

I have leasehold interests in the following properties in the borough:

I have freehold interests in the following properties in the borough:

I have applied for and/or received the following grant aid on my own behalf in the last 5 years:

I have received the following loans on my own behalf from the Council which are still outstanding:

### **1.5 Trusts**

I am a trustee of the following trusts(s) which have or may have a business interest with the council (give name and address)

**Section 2 - Financial interests of spouse, partner, family member or anyone else with whom you have a close relationship with**

**Please complete this section if any of the above persons' interests could bring about a conflict with the authority's interests. Please continue on a separate sheet if necessary.**

**Name of person**

**Relationship with you**

**2.1 Employment**

S/he is employed (or self-employed) as:

S/he is also employed (or self-employed) as:

S/he is employed by (or trades under the following name(s))

S/he works in places of business as follows:

**2.2 Directorships/Partnerships/Company Secretary**

S/he holds directorships in the following companies:

S/he holds directorships in the following organisations:

**2.3 Shareholdings which have or may have business interests with the Council:**

S/he or a nominee owns shares in the following companies:

**2.4 Property**

Apart from their main place of residence S/he has a tenancy in the following properties in the borough:

The name of the landlord is:

S/he has leasehold interests in the following properties in the borough:

S/he has freehold interests in the following properties in the borough:

S/he has personally applied for and/or received the following grant aid in the last 5 years:

S/he has personally received the following loans from the Council, which are still outstanding:

## 2.5 Trusts

S/he is a trustee of the following trusts(s) (give name and address)

## Section 3 - Personal interests of the employee

### 3.1. Local Clubs, Associations and Societies

**Please complete this section (3.1) if your membership could bring about a conflict with the authority's interests. Please continue on a separate sheet if necessary.**

I have a personal interest or membership of the following local clubs, associations and societies within the borough, (please give the name, address, normal meeting place and nature of the organisation.

### 3.2 Professional Bodies

I have a personal interest or membership of the following professional bodies. (Please give the name, address, normal meeting place and nature of the organisation.)

### 3.3 Select or Private Membership Clubs and Societies

I have a personal interest or membership of the following select clubs or societies.

(Please give the name, address, normal meeting place and nature of the organisation. Include Mechanics, Buffaloes, Freemasons, Catenians, Knights of St.Columbus, Soroptimist club and any other select club or society).

### **3.4 Housing Association**

I am a management committee member or in a position of general control or management of the following housing associations. (Please give the name and registered office of the organisation.)

I am a management committee member or in a position of general control or management of the following resident's or tenant's or associations in the Borough (please give the name, address, normal meeting place and nature of the organisation).

### **3.5 Other interests**

I have been appointed by a government minister as a member of the following statutory undertaking or local authority which is constituted in order to discharge or assist in discharging a statutory function.

I am committed to work the following numbers of hours each week/month (deleted as appropriate) for this work:

I have previously been given permission to undertake this work by (insert name, job title and date)

I am a Member of the following local authority (ies)

I am co-opted Member of the following local authority committee(s) or sub-committee(s)

I am a Member of the following school governing bodies in the Borough

I am a Member of the following parent-teacher association(s) in the Borough

My children attend the following school(s) in the Borough

**3.6 I have the following other personal interests which could conflict with the council's business.**

**4. Declaration**

I declare that to the best of my knowledge and belief the answers given above are truthful, accurate and complete. I will inform the Service Head of any change to these answers within 28 days of the change taking place. I understand that in making this declaration this does not in itself signify any form of approval by



the Council. I understand that information provided may be verified by the Council will be held confidentially and may be accessed by authorised personnel only.

Signature:

Date:

Please return this form to the HR Transactions Team  
[hrtt@walthamforest.gov.uk](mailto:hrtt@walthamforest.gov.uk)