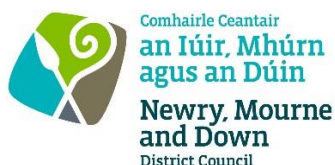


## Conflict of Interest Policy and Procedures



### Policy Control

<b>Policy reference:</b>	CS27
<b>Title of Policy:</b>	Conflicts of Interest
<b>Version:</b>	1.1
<b>Directorate / Departmental ownership:</b>	Corporate Services / Administration
<b>Officer responsible:</b>	Assistant Director Corporate Services (Administration)
<b>Date of ratification:</b>	3 July 2023
<b>Review date:</b>	3 July 2027 (4 years as per equality scheme commitment)
<b>Equality screening and Rural Needs Impact Assessment completed by:</b>	Assistant Director Corporate Services (Administration)
<b>Equality screening and Rural Needs Impact Assessment date:</b>	27 February 2022
<b>Location where document is held and referenced:</b>	Responsible Department <input checked="" type="checkbox"/>  Corporate Policy repository <input checked="" type="checkbox"/>

### Contents

Content	Page Number
<b>Statement</b>	<b>3</b>
<b>Aim of this policy</b>	<b>3</b>
<b>Scope of the policy</b>	<b>3</b>
<b>Related policies and legislation</b>	<b>3</b>
<b>Definitions</b>	<b>4</b>
<b>Department &amp; Officer responsible</b>	<b>4</b>
<b>Policy approval process</b>	<b>5</b>
<b>Review date</b>	<b>5</b>
<b>Procedures and arrangements for monitoring the implementation and impact of the policy</b>	<b>5</b>
<b>Equality Screening</b>	<b>5</b>
<b>Rural Needs Impact Assessment</b>	<b>5</b>
<b>PROCEDURES</b>	
<b>Introduction</b>	<b>6</b>
<b>Who are these procedures for?</b>	<b>6</b>
<b>What is a Conflict of Interest and what issues does it raise?</b>	<b>6</b>

<b>How do I identify a Conflict of Interest?</b>	<b>8</b>
<b>Private Occupations</b>	<b>8</b>
<b>Payment for Private Work</b>	<b>9</b>
<b>Shareholdings</b>	<b>9</b>
<b>Relationships with Suppliers and Consultants</b>	<b>10</b>
<b>How can conflicts of Interest be managed effectively?</b>	<b>10</b>
• <i>Daily and Annual guidance for employees</i>	<b>11</b>
• <i>Guidance for Councillors</i>	<b>12</b>
<b>What happens if there is a breach of the policy?</b>	<b>12</b>
<b>Policy Review Date</b>	<b>12</b>
<b>Training</b>	<b>12</b>
<b>Templates</b>	<b>12</b>
<b>Recognising a Conflict of Interest - Checklist for Employees</b>	<b>21</b>
<b>Options for managing Conflicts of Interest</b>	<b>22</b>
<b>List of high-risk posts per Directorate</b>	<b>23</b>

## Version Control

<b>Version No</b>	<b>Amendments</b>	<b>Authorisation</b>	<b>Date</b>	<b>New Version No</b>
0.8	Page 11 link added  Page 24, posts aligned to new ERT structure	EC	25/7/23  10/7/23 & 2/8/23	1.0
1.0	Page 23 onwards list of posts updated	EC	10/7/24	1.1

**1. Title of policy**

Conflicts of Interest.

**2. Statement**

Council approves the policy to ensure staff and Elected Members are aware that it is not appropriate to use public position or resources to deal with private matters or to pursue private interests. All staff and members have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way which protects the public interest.

In the course of their work it is essential that staff avoid any suggestion of nepotism or favouritism in their dealings with colleagues, clients or other contacts. This applies to the whole range of work activities but the key areas are recruitment, promotion, training, procurement, grant funding, planning and staff appraisal. In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, staff and members should make choices on merit.

**3. Aim**

The aim of the Conflict of Interest Policy is to ensure the Council's compliance with and consistent application of best practice in relation to Conflicts of Interest. Newry, Mourne and Down District Council is committed to providing sufficient resources and appropriate training to ensure the Council achieves this objective.

**4. Scope**

This Policy applies to all staff and Elected Members of Newry, Mourne and Down District Council.

The Policy applies to all those who work for Newry, Mourne and Down District Council (including but not limited to employees, agency staff, elected members, other public representatives, contractors, agents, consultants, servants of the Council and all third party data processors). All parties referred to above are responsible for complying with the terms of the Conflict of Interest Policy and Procedures.

Consequences of non-compliance will be considered under Councils Disciplinary and Dismissal Policy and Procedure.

**5. Related policies and legislation**

Conflicts of Interest: A Good Practice – Published by NIAO  
The Northern Ireland Local Government Code of Conduct for Councillors  
The Northern Ireland Local Government Code of Conduct for Staff  
Newry, Mourne and Down District Council's Gifts and Hospitality Policy  
Access to Information Policy and Procedure  
Records Management Policy and Procedure  
IT Policy and Procedure  
Disciplinary and Dismissal Policy and Procedure

## 6. Definitions

The Northern Ireland Audit Office<sup>1</sup> provides the following definition of a Conflict of Interest:-

At its most basic, a conflict of interest arises when an individual has two different interests that overlap. This Guide uses a broad definition<sup>2</sup> that is applicable across the public sector and is relevant to public officials and Board members alike:

*"A conflict of interest involves a conflict between the public duty and the private interest of a public official in which the official's private-capacity interest could improperly influence the performance of his/her official duties and responsibilities."*

A conflict of interest can also be perceived.

A perceived conflict of interest exists where it could be perceived, or appears, that private capacity interests could improperly influence the performance of a public official or Board member's official duties and responsibilities. It may pose no actual risk to the conduct of public business, but it requires proper management in order to minimise the risk of reputational damage both to the organisation and the individual(s) concerned.

A perception of a conflict of interest can be just as significant as an actual conflict of interest. The key issue is whether there is a risk that a fair-minded outside observer, acting reasonably, would conclude that there is a real possibility of bias.

## 7. Department and Officer responsible

Directorate / Department	Corporate Services / Administration
Officer(s) responsible for developing the policy	Assistant Director Corporate Services (Administration) Head of Compliance

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<sup>1</sup> Page 6:- [https://www.niauditoffice.gov.uk/files/niauditoffice/media-files/conflicts\\_of\\_interest\\_good\\_practice\\_guide.pdf](https://www.niauditoffice.gov.uk/files/niauditoffice/media-files/conflicts_of_interest_good_practice_guide.pdf)

<sup>2</sup> Managing Conflict of Interest in the Public Sector – A toolkit, Organisation for Economic Co-operation and Development, September 2005

## 8. Policy approval process

<b>Meeting</b>	<b>Date</b>
<i>CMT</i>	1 June 2023 (via email)
<i>SMT</i>	6 June 2023
<i>Strategy, Policy and Resources Committee</i>	15 June 2023
<i>Monthly Council Meeting</i>	3 July 2023

## 9. Review Date

The policy will be reviewed in line with the Council's agreed policy review cycle i.e. every 4 years (as per Council's Equality Scheme commitment 4.31), or sooner to ensure it remains reflective of legislative developments.

## 10. Procedures and arrangements for monitoring the implementation and impact of the policy

The Conflict of Interest Policy is supplemented by implementation procedures required for delivery of the policy and relevant monitoring arrangements to assess the impact.

## 11. Equality Screening

This policy and procedures have been assessed under Newry, Mourne and Down District Council's Equality Impact Assessment process and the decision of the Council is that the policy is not to be subject to an EQIA and no mitigating measures are required. A copy of the equality screening is available from the Head of Corporate Policy.

## 12. Rural Needs Impact Assessment

This policy and procedures have been assessed under Newry, Mourne and Down District Council's Rural Needs Impact Assessment process, and no rural specific indicators have been set. A copy of the Rural Needs Assessment is available from the Head of Corporate Policy.

## **Conflict of Interest Procedures**

### **Introduction**

For those employed in the public sector and Elected Members it is likely that from time-to-time private matters will impinge on public duties. In such circumstances staff and Members should be aware that it is not appropriate to use public position or resources to deal with private matters or to pursue private interests. All staff have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way which protects the public interest.

In the course of their work it is essential that staff and Members avoid any suggestion of nepotism or favouritism in their dealings with colleagues, clients or other contacts. This applies to the whole range of work activities but the key areas are recruitment, promotion, training, procurement, grant funding, planning and staff appraisal. In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, staff should make choices on merit.

Conflicts or potential conflicts of interest can and do arise in our work.

### **Who are these procedures for?**

These procedures are for Councillors and staff who will wish to ascertain whether they have an interest which should be declared under the Northern Ireland Local Government Code of Conduct for Councillors or the Employee Code of Conduct.

Under the Members' Code of Conduct Councillors are obliged to declare pecuniary interests and non-pecuniary interests (e.g. membership of outside bodies). However, these formal definitions do not cover every possible conflict which could be encountered by Councillors and this document provides additional guidance so that Members can meet their obligations.

Similarly, whilst the Local Government Employee Code of Conduct specifies numerous matters which must be reported to their Chief Officer, not every eventuality can be covered and there is a catch all category of "any other connection to the Council's work which may be relevant".

These Procedures provide extra explanation of what conflicts ought to be recorded by you in your work for the Council. The intention of these procedures is not to look in depth at any particular situations, but to provide an overview of conflicts of interest, and how to deal with them, and to signpost sources of further information.

The Northern Ireland Audit Office provides a useful in-depth Good Practice Guide on Conflicts of Interest which is available at [www.niauditoffice.gov.uk](http://www.niauditoffice.gov.uk)

### **What is a conflict of interest and what issues does it raise?**

A conflict of interest is any situation in which your personal interests, or interests that you owe to another body or person, may (or may appear to) influence or affect your decision making.

A conflict of interest can also be perceived.

A perceived conflict of interest exists where it could be perceived, or appears, that private interests could improperly influence the performance of your official duties and responsibilities. It may pose no actual risk to the conduct of public business, but it requires proper management in order to minimise the risk of reputational damage both to the Council and the individual(s) concerned.

A perception of a conflict of interest can be just as significant as an actual conflict of interest. The key issue is whether there is a risk that a fair-minded outside observer, acting reasonably, would conclude that there is a real possibility of bias.

It is inevitable that conflicts of interest occur. It is therefore important to manage any situation where there is potential for criticism that your position or your decision has been influenced by conflicting loyalties. Even the appearance of a conflict of interest can damage your reputation and the Council's reputation, so conflicts need to be managed carefully.

It is the potential, rather than the actual benefit from which the conflict of interest arises and which requires attention. In order to ensure selflessness and transparency, a declaration is required where there is a possibility of people outside the Council assuming that you (or a friend or relative) may have some benefit from the Council's business or decision making. This will avoid accusations of impropriety, which could in turn have a damaging effect on the Council's reputation.

Some advantages of working for the Council are enjoyed by more than one person. Where this arises then it is not usually the case that a declaration has to be made. An example of this would be the allowances and expenses which Councillors are entitled to claim. These decisions are always made in the open at public meetings and although it is correct that Councillors will receive a personal benefit there is no real risk to accountability or transparent decision making if an interest is not declared in that situation. This is because the subject matter of the decision makes it clear that Councillors will benefit. Similarly pay rises for staff will be recommended by staff and decisions made by Councillors – there is clear transparency and no declarations are required.

You should be more careful where decisions arise and it is not clear that a connection exists. For example, a planning application is made by someone you know. If you are a Planning Officer then you should declare to your manager that this is the case. Then the manager can make an informed decision if you should continue to work on the case. If you are a Councillor on the Planning Committee and the application is referred to the Committee then the public will know that the relationship exists only if you declare it. In these cases, a timely declaration of an interest will assure members of the public that there is nothing untoward to be worried about and that you are acting beyond reproach.

Similarly if you take advantage of benefits that are available to all, or that are of inconsequential or little measurable value, they will not normally need to be declared. E.g. you hire a tennis court. This would not need to be declared, as the facilities are available to all members of the local community, which includes Councillors and staff alike.

Issues may also arise where you have a conflict of interest or loyalties on a particular issue, but there is no potential for profit or advantage by any person. This may still be useful to declare so that it is clear that a decision has been made correctly. For instance you are a member of an outside body and the affairs of that body are raised at a meeting. It is helpful

for all concerned to know about the link to that other body even if nothing in the debate or the decision particularly turns on the declaration.

### **How do I identify a conflict of interest?**

Conflicts of interest may come in a number of different forms:

- direct financial gain or benefit
- the award of a contract to another organisation in which you (or a friend or relative) has an interest and from which you (or they) will receive a financial benefit
- indirect financial gain, such as employment by the Council of your spouse or partner
- non-financial gain, such as when the Council's decisions or policies affect another organisation of which you are a member.

The Council expects you to be able to identify possible conflicts of interest when they arise and to ensure, that you take advice and to make the appropriate declarations. If you are a member of staff then you can speak to your line manager, Human Resources or the Head of Compliance. If you are a Councillor you can speak to the Democratic Services Manager, the Chief Executive or the Head of Compliance. To support you Council has identified a list of high risk posts which are included from page 23 onwards. High Risk posts are those where an employee could or be perceived to use their bias to favour or detrimentally impact an outcome. Any other member of staff who on review of this policy believes they have a conflict of interest is required to consult with the Head of Compliance (see advice on p11).

The main areas are likely to be:

- (a) Private occupations
- (b) Payment for private work
- (c) Shareholdings
- (d) Relationships with suppliers and consultants
- (e) Acceptance of gifts and benefits

### **Private occupations**

Staff must not engage in any activity which might conflict with the interests of the Council or be inconsistent with their position as members of the Council.

No restriction is placed on paid part-time employment or other paid activities outside official hours provided official work does not suffer and there is no risk of it bringing discredit upon the Council. However, staff proposing to undertake outside employment or activity should consult Human Resources if:

- it is employment or activity in a service also provided by the Council e.g. Environmental Health Officer, Fitness Instructor, Building Control Surveyor etc;



- it involves the use of official information or experience acquired in the course of official duties (but excluding information already in the public domain). Examples of such information range from general themes developed as a result of our work, to specific information obtained from members of the public. In the latter case it is most unlikely that approval would be given;
- it is employment or activity for anybody to which the Council may award business or contracts;
- the working hours of the proposed employment, when aggregated with the working hours of Council employment are likely to exceed 48 hours a week in line with EU Working Time Directive.
- any such employment will, in the view of the Council, conflict with or react detrimentally to the Council's interests, or in any way weaken public confidence in the conduct of the Council's business.

### **Payment for private work**

Staff should consult the Head of Compliance if they are offered payment for work which relates to their official duties or is carried out in official time, or if they receive extra money from public funds for work outside the scope of their official duties, other than fees for acting as presiding officer or poll clerk at a parliamentary or local election.

Any fee or payment for private work must be surrendered to the Council if the preparation or execution of the work is undertaken in official time, as should fees for speeches or lectures given in an official capacity. Any travel, accommodation or meals provided in connection with such events must be normal and reasonable in the circumstances, please refer to the Council's Gifts and Hospitality Policy for further guidance. The Council *may* allow staff to keep all or part of the payment if the work or preparation is undertaken in private time, or the official time is wholly or partly made up and the Council on review of the individual facts of the matter is content that acceptance of payment by the member of staff would not be improper. In the latter instance, staff must obtain prior approval from the Chief Executive so that arrangements can be made with the appropriate Line Manager.

Staff may be permitted to write or contribute to books or articles provided these are not related to the work of the Council and their content could not call into question the integrity, objectivity or impartiality of the Council. Such activities should be conducted entirely in the individual's own time and staff should make no reference to their employment by the Council. Any fee or payment for such work can be retained by the individual, but must be notified to the Council.

### **Shareholdings**

Staff may hold private investments. They should not, however, hold or deal in shares when they are in a position to gain information through their work which might affect the value of such shares. If a shareholding might raise a question of possible conflict with the interests or independence of the Council staff or Member then they should not obtain shares or, if already holding them, should declare the holding immediately. Examples where conflict might arise are when an individual:

- knows of a large government contract to be placed with a public company;
- has privileged information about a future privatisation; and
- knows of planned actions which might affect a company's prospects;

The Chief Executive will decide whether the individual's financial interest in a company might exert undue influence on his/her judgement, and, in conjunction with the Head of Compliance and the Officer's Line Manager, will determine the appropriate course of action. Staff should also ensure that privileged information obtained in the course of their work is under no circumstances imparted to colleagues, friends or relatives.

Under the Criminal Justice Act 1993 it is an offence if an individual *'who has information as an insider...deals in securities that are price-affected securities in relation to the information'*. An individual is also guilty of the offence of insider dealing if they encourage *'another person to deal in securities that are (whether or not that other knows it) price-affected securities in relation to the information....or he (the individual) discloses the information, otherwise in the proper performances of the functions of his employment, office or profession, to another person'*.

### **Relationships with suppliers and consultants**

Contracts must be awarded on merit in fair competition against other potential suppliers, and no favouritism should be shown to businesses run by friends, partners or relatives. Staff responsible for engaging or supervising contractors who have any personal or domestic relationship with potential suppliers should declare it to their Director/Assistant Director. Staff should also declare any investment interests they hold with suppliers or consultants with whom they might deal. Where conflict might arise the individual should dispose of their investment or ensure that they play no part in awarding the contract or selecting consultants.

When involved in employing consultants, staff must ensure that appointments are made on merit in fair competition, i.e. the assignment should be awarded to the individual or company which best meets pre-determined criteria concerning the quantity, quality and cost of the service to be provided. The Council policy on Procurement is located in the internal R drive or can be obtained from Council's Head of Procurement.

### **How can conflicts of interest be managed effectively?**

You need to be alert to possible conflicts of interest which you might have and how you can minimise their effects. A key aspect of minimising the effects of conflicts of interest is to be open and transparent about such situations when they arise.

All staff and Councillors have a responsibility to regularly review their circumstances and determine if any change has occurred which should rightly result in a change to their declaration or facilitate the need for a new declaration.

#### *Daily and Annual guidance for employees*

- DAILY

At page **21** readers will find a checklist to support recognising a Conflict of Interest. Page **22** includes a table taken from the Northern Ireland Audit Office's Good Practice Guide on Conflicts of Interest which sets out different management strategies for dealing with conflicts and when they might be used.

Where an interest is declared by staff members they can discuss actions to be taken as a consequence with their line manager and a decision will be made on how to manage any conflict or perceived conflict.

**A record should be made of these arrangements in case of any future queries. The Council therefore requires that you declare any actual or potential conflicts of interest of which you are aware, as soon as they arise by completing the following Register of Interests form:-**

<https://forms.office.com/e/Z6fJTRBTmQ>

The Council will collate your entry into a Register of Interests – one for staff and one for Councillors. In recording interests openly, any actual or potential conflicts of interest can be identified more easily.

- ANNUALLY

**Members of staff in High Risk posts will be expected to complete a mandatory Declaration of Interest each year. The Chief Executive will issue this requirement and instructions during quarter one of each financial year.**

**Examples of high risk posts are included from page 23.**

Any other member of staff who on review of this policy believes they have a conflict of interest is required to consult with the Head of Compliance. If it is determined a conflict of interest exists, the Head of Compliance will email the employee the link to complete the electronic Declaration of Interest form, add the post to the list at page 23 onwards and update the version control table on page 2.

All line managers and HR should be mindful of this policy when recruiting new staff, including "movers" and ensure completion of the 'Compliance Induction' within the Induction checklist for new starts. For staff exiting Council or moving roles, staff should complete the IT Leavers procedure.

The Council publishes Declaration of Interests on its website for Councillors, the Senior and Corporate Management Teams, also known as 'Senior Officers'. Council does not publish Declaration of Interests for remaining staff. This is in compliance with Councils publication scheme and the Information Commissioners Office guidance.

When an employee submits a Declaration of Interest form, the information thereon will be treated with discretion and only be used to manage a conflict or perceived conflict of interest. Information held will be processed in accordance with the privacy notice contained within the form.

It is good practice at the beginning of a meeting to declare any interest which you have in an item to be discussed, and certainly before any discussion of the item itself. Sometimes

this is not possible because an issue arises in the meeting unexpectedly so that the interest can only be declared later. In such a case, the Council expects the interest to be raised as early as possible.

### *Guidance for Councillors*

Councillors are required to declare their interests on an annual basis and will be contacted by the Democratic Services Manager to facilitate this.

Where an interest is declared by a Councillor at the outset of a Council or Committee Meeting then that interest will be noted by the democratic services representative attending the meeting. The Local Government Code of Conduct for Councillors requires the Councillor to absent himself or herself when a "Disclosable Pecuniary Interest" arises. The term, 'pecuniary interest' is defined in the 1972 Act. Pecuniary interests are your business interests (for example, your employment, trade, profession, contracts, or any company with which you are associated) and wider financial interests you may have (for example, investments, and assets such as land and property). Pecuniary interests may be both direct and indirect. Where any other conflict of interest arises i.e. non-pecuniary interests, it is for the Councillor to declare that interest if it is 'significant' and the Local Government Code of Conduct for Councillors, at sections 4.3 and 6.1 provides guidance for Councillors to determine if the interest is significant and how it should be managed.

### **What happens if there is a breach of the Policy?**

There are formal sanctions available to the Council for those who are in breach. Any action taken will depend on the circumstances of each individual case. Staff can be subject to the disciplinary procedure, and Councillors can be referred to the NI Commissioner for complaints.

### **Policy Review Date**

The policy will be reviewed in line with the Council's agreed policy review cycle i.e. every 4 years (as per Council's Equality Scheme commitment 4.31), or sooner to ensure it remains reflective of legislative developments and good practice.

Staff wishing to receive clarification on this policy and/or suggest improvements should contact the Head of Compliance.

### **Training**

All staff and Councillor's will be provided with mandatory Conflicts of Interest training which will be required to be undertaken every three years, subject to legislative amendments. Refresher guidance will be provided annually.

Conflicts of Interest training will form part of the Council's induction for new employees and "movers". A copy of this policy and procedure will be provided to all employees and Councillors.

### **Templates**

The following Register of Interests and Declaration of Interests forms for employees are for illustration purposes. Forms should be completed electronically, see page 10.

# Register of Interests

\* Required

## 1. PRIVACY NOTICE

### **The type of personal information we collect**

Council collects the information contained in the below form.

### **How we get your personal information**

The personal information we process is provided to us directly by you for the purpose of completing your Register of Interests.

### **Why we collect it**

The NI Audit Office advises "a 'Register of Interests'... enhances transparency within the organisation and is a useful tool to help individuals and managers identify conflicts at an early stage and take the necessary steps to manage them." (NIAO, 2015, p20).

We use the information that you have given us in order to demonstrate compliance with audit obligations to compile a Register of Interests. We may share this information with requesters who have a lawful bases to process your personal data.

Under the UK General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are 'legitimate interests'.

### **How we store your personal information**

Your information is securely stored permanently on Council servers.

### **Your data protection rights**

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact the Compliance Team if you wish to make a request.


### How to complain

If you have any concerns about our use of your personal information, you can make a complaint to the Compliance Team.

You can also complain to the ICO via:- <https://ico.org.uk/make-a-complaint/> \*

**I have read and understood the Privacy Notice**

### 2. Date \*

### 3. Employee full name \*

### 4. Job Title \*

### 5. Directorate \*

- Corporate Services
- Active and Healthy Communities
- Sustainability and the Environment
- Enterprise, Regeneration and Tourism
- CEOs Office

### 6. Department/Section \*

**7. Date of Appointment to current position \***

Please input date (dd/MM/yyyy)



**8. Please list the individual(s) concerned \***

Enter your answer

**9. Please outline the circumstances involved on the conflict of interest \***

Enter your answer

**10. Please outline as assessment of the situation \***

Enter your answer

**11. Please outline how the matter was resolved or how the risk was reduced/eliminated \***

Enter your answer

**12. Please outline any action taken \***

Enter your answer

13. **I confirm that the above declaration is complete and correct to the best of my knowledge and belief. The interests I have declared include both direct and indirect interests (i.e. those of a partner, spouse or close relative) and any specific financial interests are shown. \***

Yes

Submit

This content is created by the owner of the form. The data you submit will be sent to the form owner. Microsoft is not responsible for the privacy or security practices of its customers, including those of this form owner. Never give out your password.

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# Declaration of Interests

\* Required

## 1. **PRIVACY NOTICE**

### **The type of personal information we collect**

Council collects the information contained in the below form.

### **How we get your personal information**

The personal information we process is provided to us directly by you for the purpose of completing your annual Declaration of Interests.

### **Why we collect it**

The NI Audit Office advises "all public officials and Board members to complete a Declaration of Interests form annually" (NIAO, 2015, P6).

We use the information that you have given us in order to demonstrate compliance with audit obligations. We may share this information with requesters who have a lawful bases to process your personal data.

Under the UK General Data Protection Regulation (GDPR), the lawful bases we rely on for processing this information are 'legitimate interests'.

### **How we store your personal information**

Your information is securely stored permanently on Council servers.

The Council publishes Declaration of Interests on its website for Councillors, the Senior and Corporate Management Teams aka 'Senior Officers'. Council does not publish Declaration of Interests for remaining staff. This is in compliance with Councils publication scheme and the Information Commissioners Office guidance.

In relation to Senior Officers' Declarations of Interest the ICO expects Council to publish information which should include the names, departments, sections and job titles of all officers who have made entries. In relation to the Chief Executive, information recorded in the professional element (question number 13) should also be disclosed subject to consideration of the UK GDPR.

### **Your data protection rights**

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact the Compliance Team if you wish to make a request.

### How to complain

If you have any concerns about our use of your personal information, you can make a complaint to the Compliance Team.

You can also complain to the ICO via:- <https://ico.org.uk/make-a-complaint/> \*

**I have read and understood the Privacy Notice**

### 2. Date \*

### 3. Employee full name \*

### 4. Job Title \*

### 5. Directorate \*

- Corporate Services
- Active and Healthy Communities
- Sustainability and the Environment
- Enterprise, Regeneration and Tourism
- CEOs Office

### 6. Department/Section \*

7. **Date of Appointment to current position \***

Please input date (dd/MM/yyyy)



8. **Date of Appointment to Council (if different) \***

Please input date (dd/MM/yyyy)



9. **Company interests** – any relations with a company or commercial organisation; Directorships, paid employment, consultancy, close family connection. **Please include dates and role or N/A if not applicable. \***

Enter your answer

10. **Self employment. Please include dates and role or N/A if not applicable. \***

Enter your answer

11. **Land or Property Holdings** – (see Appendix 2 of Conflict of Interest Procedure). **Please include N/A if not applicable. \***

Enter your answer

12. **Charities** - trusteeships, governorships or employment with any charities or voluntary organisations. **Please include dates and role or N/A if not applicable. \***

Enter your answer

13. **Public Appointments** – remunerated or unremunerated. **Please include dates and role or N/A if not applicable.** \*

Enter your answer

14. **Memberships** – including membership of professional or external bodies, trade or other associations **Please include N/A if not applicable.** \*

Enter your answer

15. **Close Family Links** – Specific close family interest in any of the above. **Please include N/A if not applicable.** \*

Enter your answer

16. **Other Interests** – any other interests held by you or your close family. **Please include N/A if not applicable.** \*

Enter your answer

17. **I confirm that the above declaration is complete and correct to the best of my knowledge and belief. The interests I have declared include both direct and indirect interests (i.e. those of a partner, spouse or close relative) and any specific financial interests are shown.** \*

Yes

Submit

## **Recognising a Conflict of Interest**<sup>3</sup>

### Checklist for Employees

Do you think you have an actual, perceived or potential conflict of Interest?

The following questions may help when assessing an issue or considering the situation in which you are involved.

- Would I, or anyone associated with me, benefit from, or be detrimentally affected by my proposed decisions or action?
- Could there be benefits for me in the future that could cast doubt on my objectivity?
- Do I have a current or previous personal, professional or financial relationship or association of any significance with an interested party?
- Would my reputation or that of a relative, friend or associate stand to be enhanced or damaged because of the proposed decision or action?
- Do I or a relative, friend or associate stand to gain or lose financially in some covert or unexpected way?
- Do I hold any personal or professional views or biases that may lead others to reasonably conclude that I am not an appropriate person to deal with the matter?
- Have I contributed in a private capacity in any way to the matter my organisation is dealing with?
- Have I made any promises or commitments in relation to the matter?
- Have I received a substantial gift, benefit or hospitality from someone who stands to gain or lose from my proposed decision or action?
- Am I a member of an association, club or professional organisation or do I have particular ties and affiliations with organisations or individuals who stand to gain or lose by my proposed decision or action?
- Could this situation have an influence on any future employment opportunities outside my current official duties?
- Could there be any other benefits or factors that could cast doubt on my objectivity?

**If you have ticked yes to any of the above questions you should complete and return a Declaration of Interest Form or, alternatively, seek further advice from the Head of Compliance**

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<sup>3</sup> Page 8:- [https://www.niauditoffice.gov.uk/files/niauditoffice/media-files/conflicts\\_of\\_interest\\_good\\_practice\\_guide.pdf](https://www.niauditoffice.gov.uk/files/niauditoffice/media-files/conflicts_of_interest_good_practice_guide.pdf)

## **Options for managing Conflicts of Interest<sup>4</sup>**

<b>Management Strategy</b>	<b>When most suitable</b>	<b>When least suitable</b>
<p>Register</p> <p>Where details of the existence of a possible or potential conflict of interest are formally registered.</p>	<p>For very low-risk and potential conflict of interest.</p> <p>Where the act of transparency through recording the conflict of interest is sufficient.</p>	<p>The conflict of interest is more significant or higher risk.</p> <p>The potential or perceived effects of a conflict of interest on the proper performance of the Council Staff/Elected member's duties require more proactive management.</p>
<p>Restrict</p> <p>Where restrictions are placed on the Council Staff/Elected Member's involvement in the matter.</p>	<p>The Council Staff/Elected member can be effectively separated from parts of the activity or process.</p> <p>The conflict of interest is not likely to arise frequently.</p>	<p>The conflict is likely to arise more frequently.</p> <p>The Council staff/Elected member is constantly unable to perform a number of their regular duties because of conflict of interest issues.</p>
<p>Recruit</p> <p>Where a disinterested third party is used to oversee part or all of the process that deals with the matter.</p>	<p>It is not feasible or desirable for the Council Staff/Elected member to remove themselves from the decision-making process.</p> <p>In small isolated communities where the particular expertise of the Council Staff/Elected member is necessary and genuinely not easily replaced.</p>	<p>The conflict is serious and on-going, rendering ad hoc recruitment of others unworkable.</p> <p>Recruitment of a third party is not appropriate for the proper handling of the matter.</p> <p>A suitable third party is unable to be sourced.</p>
<p>Remove</p> <p>Where a member of Council Staff/Elected member chooses to be removed from the matter.</p>	<p>For on-going serious conflicts of interest where ad hoc restriction or recruitment of others is not appropriate.</p>	<p>The conflict of interest and its perceived or potential effects are of low risk or low significance.</p> <p>The Council staff/elected member is prepared to relinquish the relevant private interest rather than radically change their work responsibilities or environment.</p>

<sup>4</sup> Page 23:- [https://www.niauditoffice.gov.uk/files/niauditoffice/media-files/conflicts\\_of\\_interest\\_good\\_practice\\_guide.pdf](https://www.niauditoffice.gov.uk/files/niauditoffice/media-files/conflicts_of_interest_good_practice_guide.pdf)

**LIST OF HIGH-RISK POSTS PER DIRECTORATE**

<b>ACTIVE AND HEALTHY COMMUNITIES</b>	
Director	
Community Engagement	Leisure and Sport
Assistant Director	Assistant Director Vacant
Head of Community Services, Facilities and Events	Head of Indoor Leisure
Head of Engagement Vacant	Head of Outdoor Leisure
Safer Communities Manager	Sports Development Manager
Project Coordinator (Diversity & Inclusion)	Sports Development Officer (2)
DEA Coordinator (7) (Slieve Croob) (Downpatrick) (Rowallane) (Newry) (Crotlieve) (Mournes) (Slieve Gullion)	Area Managers (3)
Head of Community Planning, Evidence & Research	Leisure Governance Support Officer
Partner Development Officer	Leisure Business Support Officer
	Outdoor Leisure Officer (2)
	Activity Officer
	Safeguarding Coordinator

<b>ENTERPRISE, REGENERATION AND TOURISM</b>		
Director		
Economy, Growth & Tourism	Regeneration	
Assistant Director	Assistant Director	Full Fibre NI Operations Lead
Head of Regeneration and Business Development	Head of Building Control & Licensing	Full Fibre NI Project Support Officer
Regeneration Business Support and Development Officers (3)	Senior Building Control Surveyor (3)	
Finance and Monitoring Officer Finance Officer (3)	Senior Licensing Officer	
Project Coordinator Project Officer (Rural Development) (2)	Licensing Officer (4)	
Head of Tourism, Product Development and Visitor Experience	Building Control Surveyor (12)	
Head of Culture, Arts, Heritage and Events Vacant	Senior Planner (8)	
Tourism Facilities Development Manager	Planning Officer (16)	
Events Supervisor	Planning Assistant (13)	
Events Officer (2)	Principal Planner (2)	
Digital Marketing Officer	Project Manager	
Product Development & Trade Engagement Officer		
Assistant Curator (2) Vacant		
Arts Manager Vacant		
Arts Officer (2)		
Heritage Services Manager Vacant		
Visitor Services Manager		



Heritage Officer
Assistant Tourism Development Officer
Education and Biodiversity Officer
Volunteer Coordinator
Head of Programmes
Project Coordinator Project Support Officer (Programmes Unit) Administrative Assistance (Programmes Unit) (2)
Project Coordinator Project Officer

<b>SUSTAINABILITY AND ENVIRONMENT</b>	
Director	
Environment	Sustainability
Assistant Director	Assistant Director
Head of Environmental Health Commercial Vacant	Head of Facilities Management
Head of Environmental Health Residential	Head of Maintenance
Senior Environmental Health Officer (6)	Head of Sustainability
	Building Maintenance Manager
	Building Maintenance Supervisor (Newry)
Environmental Health Officer (18)	Building Maintenance Supervisor (Downpatrick)
Technical Officer (2)	Grounds Maintenance Supervisor (Newry/South Down)
Home Safety Officer (2) 1 Vacant	Grounds Maintenance Supervisor (Downpatrick/Castlewellan)
Health Inequalities Officer Vacant <u>Age Friendly Coordinator</u>	Grounds Maintenance Supervisor (Newry/South Armagh)
	Biodiversity Officer
	Sustainability Officer Vacant
	Head of Refuse and Cleansing
	Head of Waste Processing, Enforcement and Business Support Vacant
	Garage Manager (West)
	Garage Manager (East)
	Waste Facilities and Enforcements Manager Vacant
	Assistance Waste Management and Recycling Officer Vacant
	Business Support Manager (2)

	Vacant
	Enforcement Officer (4) 1 Vacant
	Performance and Operations Manager
	District (Dog) Warden (4)
	Facility Coordinators (2)
	Car Park Manager

<b>CORPORATE SERVICES</b>					
Director					
Administration	HR	Corporate Planning & Policy	Digital & Communications	Finance	Capital & Estates
Assistant Director	HR Business Support Manager Vacant	Head of Corporate Policy	Assistant Director Digital & Communications	Assistant Director	Assistant Director
Head of Administration and Customer Services	HR Operations Manager	Corporate Policy & Equality Officer	IT Manager	Finance Manager	Head of Capital Projects
Head of Legal Administration	Learning & Development Manager	Irish Language Unit Manager	IT Officer	Purchase to Pay Supervisor	Head of Estates and Property Assets
Head of Compliance Vacant	HR & OD Manager		IT Officer	Management Accountant (3)	Capital Projects Manager (4)
Land Management Officer	HR Administrative Assistant (8)		Head of Communications & Marketing Vacant	Payroll Manager	Procurement Officer (3)
Records Manager	HR Business Partner (7)		Corporate Communications & PR Manager	Accounting Technician (2)	Procurement Manager
Legal Advisor (2) 1 Vacant			Senior Communications & Marketing Officer	TBC	
Information Officer (2)			Communications and Marketing Officers	Accounts Receivable Manager Officers (4)	
				Finance Assistant (4)	
				Payroll Officer (6) Charlotte Anderson	

				Carmel McCann Caroline McCourt Paula Murphy Joseph Poucher Michelle Reel	
				Head of Performance	

<b>CHIEF EXECUTIVE'S DEPARTMENT</b>
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Chief Executive
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Democratic Services Manager
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