

**Addendum Report to Item 4:** Constitution Working Party  
**Date of meeting:** 29 May 2014  
**Report of:** Head of Democracy & Governance  
**Title:** Request to Consider inclusion in Officer Code of Conduct requirement to notify any dealings with friends as well as relatives in conflict of interest form.

A recent report from the Council's internal auditors on the Housing Service has made a recommendation that *'Employees involved in the allocation of housing should be annually required to declare any interests they have (e.g relatives on the waiting list). Also the above should include a declaration that the employee is responsible for informing the Housing section if occasion arises for them to deal with an application/allocation from an individual person known to them in a personal capacity'*

This was discussed by officers at the Risk Management and Business Continuity Steering Group and it was felt it had wider applicability than just the Housing section.

The Council currently has a notification of potential conflict of interest form that can be adapted. However the requirement to declare a potential conflict of interest is not specifically referred to in the officer code of conduct for this purpose but only in relation to dealing with contracts.

It is therefore recommended that a new paragraph be inserted into the code as follows:

### **Conflicts of Interest**

Members of staff, their close family and friends may apply for any of the services offered by the Council in the same way as other members of the public.

If you work in a service that receives applications from the public and either you personally or you become aware that a member of your family or a friend of yours makes an application for the service that you would normally process you must immediately notify your line manager and you must not have any further involvement in dealing with the application without the express authorisation from your Head of Service. You must also complete the notification of potential conflict of interest form available from the intranet. If you are aware that either you, a member of your family or a friend of yours is on a waiting list to receive a service you must renew your form on an annual basis as long as that person remains on the list.

If you are the person with the delegated authority to make a decision regarding the matter you must not exercise that delegation and the matter must be dealt with either by your line manager or the relevant council committee or cabinet.

You must also fill in the conflict of interest form if either you, a member of your family or a friend supply the Council with goods or services either directly or through a company or sit on the management board or are a trustee of a body that receives money from the Council (unless the Council has nominated you or that person to sit on that body as a Council representative).