

NORTH YORKSHIRE COUNCIL

Register of Employee Interests - Guidance Notes

As a general principle employees should err on the side of caution and declare personal interests that they think could be covered by the following guidance.

Your declaration is not open to the public to see but will be reviewed with you by your line manager as part of your annual appraisal.

Terms used

- **“Family”** means your husband, wife or partner, parents, parents-in-law, step-parents, son, daughter, step-son, step-daughter, child of a partner, brother, sister, brother-in-law or sister-in-law.
- **“Immediate Family”** means your husband, wife or partner
- **“Ownership”** of land includes ownership of an option to buy land
- **“Partner”** means any person with whom you co-habit as partner.

1) Employment

Please register the name and address of your employment, other than that for the Council, or as a result of your employment with the Council.

Please also register any company directorships or businesses that you own. If you are a landlord or have a side business, this should be registered here.

Please register the name and address of your husband, wife or partner's employment. You should also register the employment of anyone whose employment could have a direct impact on your wellbeing, such as a resident of your household with whom you share financial expenditure (this could include a child whose employment could have a significant impact on family expenditure, an adult child or parent who resides with you, it does not include a lodger or tenant who has no other connection to you than that contractual relationship).

2) Membership of another Local Authority

You should register an interest if you yourself are a member of another local authority, including the nature of your membership, and details of any other bodies you are a member of as a result of your local authority membership.

Please register the name and relationship to you of a member of your immediate family who is a member of another local authority.

3) Other public bodies

Please register your own involvement in another public body, this could include a NHS body, a National Park Authority, a Police Authority or a Fire and Rescue Authority and the nature of that involvement.

Please also register the name and relationship to you of a member of your immediate family are in a position of general control or management of another public authority.

4) Land

Please register all land owned in the area of North Yorkshire including your home address. Include land under separate title adjacent to your home address. Land may be under separate title if it was purchased at a different time, or as two separate

land holdings. Please also register any other land holdings you or your immediate family have in the area of North Yorkshire County Council. You need not register land ownership outside North Yorkshire.

If you or a relevant person is e.g. a farmer with an extensive land holding, you need only list the area of the land held and its general position in relation to the nearest hamlet or village.

Occupation of land by a licence or tenancy agreement is an interest, and should be registered in exactly the same way as land ownership.

5) Membership of local companies

You need only register shares or securities with a nominal share value of £25,000. This is a relatively large amount of shares, and unless you have significant share holding in a business you unlikely to need to register that share holding under this section. If the company does not own land or conduct business in the area then you do not need to register the interest, even if you have a substantial shareholding of the level indicated.

6) Contracts

If you or your partner is involved in any contract with the Council other than the usual service contracts such as a parent for school meals or school transport, general public library usage, etc you should register these. You should certainly register any interest which result in you or your immediate family submitting a quote or a tender to the Council in relation to any contract.

7) Outside bodies

If the authority has appointed you to sit on any partnership or any other body as a representative of the Council you should register the name of the body, its purpose or function, and the nature of your membership (including any voting rights).

8) Trades Unions and professional associations

Please register if you hold a position within any trades union or professional association.

9) Lobbying organisations

A body designed to influence public opinion could include the Campaign for Real Ale, the Ramblers Association, the British Horse Society, it would also include political parties of which you are a member. There are lobbying groups established for particular purposes e.g. to oppose a development, or satellite mast. If you are a member of this type of group you should declare the interest in your register. If the Council is likely to be consulted or make the decision on the issue, you should inform your line manager of your membership of the group at the time.

10) Charities

Please declare your Membership of any charity or body directed to charitable purposes. Membership is formal Membership and not simply making a regular donation.

Please note that the completion of the form is only part of your obligation. You are required to declare interests whenever a conflict arises between any personal interest and your role for the Council. Further details are provided in the Employees Code of Conduct.