

Declaration of Interest

Date of issue
Date signed and returned

March 2025
March 2027

General Instructions

Please refer to the corresponding guidance notes when completing this declaration. If you have any queries, these can be raised through the eCAPH Business Manager.

This form must be completed by all Staff (directly or indirectly) employed by eCAPH, Executive Members and Directors of eCAPH to ensure transparency of any interests in undertaking agreed roles. This form must be completed annually even if there have been no changes and even if there are no interests to declare. Where no interests exist for a question, please state NIL or NONE.

Data Protection

eCAPH is wanting to keep a register of any business or person interest of the Executive Members, Directors or Staff (directly or indirectly) employed by eCAPH. The requirement of this register extends to the immediate families of the afore mentioned individuals. The guidance available provides further details of this along with the form for staff and governors to use to report conflicts of interest.

This information is being collected in order to manage and potential conflicts of interest effectively. Managing conflicts of interest protects both the organisation and you from fraud or from accusations of fraud. Your information will be used to ensure that both parties are properly safeguarded in this respect. Your information will be stored on file for the duration of your work (paid or unpaid) with eCAPH and will only be shared with parties involved in managing those fraud risks. Your information will not be shared without reasonable cause.

We thank you for completing this form and returning it promptly to the eCAPH business manager via email – businessmanager@ecaph.org

(Please complete this section electronically or in block capitals)

Full Name

Role Title

Cluster Area /Director

I **[person detailed above]** give notice that I have set out below, under the appropriate headings, my interests which may conflict with the work of the eCAPH, which I am required to declare under the Code of Conduct and I have put '**nil**' or '**None**' where I have no such interest under any heading.

1. Give details of all other employment or voluntary work (paid and unpaid). Please state:

- Job title/position
- Name and address of employer/organisation/Council (including type)
- Details of employment including duties, hours worked per week and times and place of work
- You should include any other positions.

Other Interests

2. Any other business carried out by you or someone with which you have a close personal relationship. Please state company and position and the nature of the work that the company does.

Definition of a close personal relationship:

- An employee who is married, in a civil partnership, co-habiting or engaged in an intimate relationship. This also applies to previous relationships of this nature (e.g. former spouse) as there could be a degree of bias either for or against an employee;
- Immediate family members of the employee (e.g. parent, step-parent, son, daughter, step-child, child of a partner, brother, sister, grandparent, grandchild);
- Extended family members of the employee (e.g. uncle, aunt, nephew, niece, cousin, in-laws);
- Close friends of the employee. This means someone well known to the employee who is regarded with liking, affection or loyalty, not merely an acquaintance;
- Any person living at the same address as the employee.

The above is not an exhaustive list and employees should use their judgement to determine whether other interests, activities or personal relationships could reasonably be perceived as a conflict of interest.

3. Any involvement in companies / organisations by you and/or a close relative. Please state company and position. This includes any involvement in Schools or Academies.

Involvement in companies includes directorships, company secretary or any other position you or a close relative have in running the company where that company has or may have, a relationship with eCAPH

4. Involvement in contracts or in any business that trades, or may seek to trade, with eCAPH by you and/or a close relative. Please state the name of the company, the contract that they are involved in and any involvement.

The holding of shares or other securities in a company or other body with whom the Council or eCAPH contracts, or is considering contracting, must be declared if the holding exceeds £25,000 or is more than 1/100th of the nominal value of the issued share capital, whichever is less. The size and nature of the holding need not be declared, simply the name of the company. This requirement does not extend to banks and building societies.

5. Any Governor/Trusteeship posts you hold in an educational establishment. Please state organisation and post held.

Membership of Governing Bodies, including all schools, all further education establishments and all other schools including free schools, grant maintained and academies

6. Please give details of any gift or hospitality offered or received in the past year that was valued under £20.

Give details including the name of the individual or organisation that has provided the gift or hospitality, a brief description of what has been provided and an estimated value. Gifts or hospitality over £20 should be declared separately on a declaration of gifts and hospitality form. NB this includes any that was offered to you but was declined as well as any that were accepted.

It is your responsibility to check that the above information is accurate prior to submitting your form.

Declaration

I confirm that I have read and understand the requirements of the guidance and to the best of my knowledge I have complied within the guidance.

I confirm that I have declared all gifts, hospitality or legacies received in the last 12 months (if this is not the case then these should be declared prior to completion of this registration).

Signed.....

Employee

Date Declared

Once this form is completed and signed it should be retained on file by the eCAPH Business Manager and a new form completed annually (unless circumstances change mid-year).