

Agency Workers – Declaration of Interests

All agency workers are required to:

- prevent a conflict arising between their duties to the council and any outside interests they may hold and
- take steps to avoid the appearance of such a conflict.

All workers are obliged to ensure that the Council's business is discharged in a proper and orderly manner and to the highest standards of public service.

The requirement to complete the Declaration of Interests is essential wherever workers or their family or those with whom they have a close personal relationship (*see below) have an interest which may involve / create a conflict of interest with the agency worker's role at the council. A false declaration could lead to termination of assignment and/or prosecution.

***Note:** References to the interests of an agency worker's "family" / close personal relationship mean the interests of:

- the agency worker's partner/spouse;
- any other member of his/her immediate or extended family (**whatever the relationship, where there is a potential conflict**);
- any other close personal relationship (**whatever the relationship, where there is a potential conflict**)

Where the agency worker has actual knowledge of the interests of that other family member, only the interest need to be stated, not the family connection.

A conflict of interests could include anything that could potentially bring the Council into disrepute, for example: managing or working for a relative / someone with whom a person has a close personal relationship; awarding a contract to a relative / someone with whom a person has a close personal relationship.

<p>Agency workers are advised that if they are in any doubt whatsoever as to whether they need to declare an interest, they should make a declaration in the fullest terms at Declaration B below.</p>

Declaration A:

I hereby declare that there are no facts or circumstances that would create conflict in working at London Borough of Havering. To my knowledge this declaration is honest, truthful and complete.

I am not engaged in or do not intend to engage in any work and / or business that is prejudicial to the work and / or business I will be taking for and on behalf of the Council.

In the event of any change of circumstance or position. I agree to inform my agency.

Name (please print)

Signature

Date

OR

Declaration B:

I have read the above notes and wish to declare the following, which could create a conflict arising between my duties to the Council and interests which I / those with whom I have a close personal relationship, have outside of the Council.

Please state the facts / circumstances which could create a potential conflict:

.....

Previous Employment with Havering

Have you worked at Havering within the last two years as a permanent employee/agency worker/contractor?

Yes

No

If yes please confirm details.....

Please note: all declarations should be made in the fullest terms. Making a declaration does not automatically preclude you from taking an assignment at the Council.

I hereby declare that the information I have declared above is truthful, accurate and complete.

Name (please print)

Signature

Date