



APPENDIX B

Declaration of Interests Form

All employees are required to notify the Council in writing if they or a family member:

- have a direct or indirect financial interest in any existing or proposed contract involving the Council
- have any connection or potential connection with any business or organisation (including a voluntary body) which deals with the Council (e.g. a relative or friend is a supplier to the Council)

Employees must complete and return this form to their line manager, Senior Manager and or Director for approval before forwarding electronically to the HR Team for recording on the Register of Interests.

Name:	
Position:	
Service Area:	
Interested party (if a family member):	
Interest/Membership being declared:	
Reason for declaration:	
Date of declaration:	
Line Manager Signature	



**Senior Manager/Director
Signature**

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