



## Registration Form

### Gifts, Hospitality, Personal, Business, Financial or Other Interests

#### PART A - To be completed by the employee making the declaration

Employee's Name:

Job Title:

Department:

Section/Team:

<b>Type of Declaration:</b>	Other Employment	<input type="checkbox"/>	Close Personal Relationship	<input type="checkbox"/>
	Gift and/or Hospitality	<input type="checkbox"/>	Financial Interest	<input type="checkbox"/>
	Business Interest	<input type="checkbox"/>	Personal / Other Interest	<input type="checkbox"/>

Please provide as much detail as possible in relation to your declaration.

In the case of other employment, please include details relating to who the other employer will be, the nature of the role (including duties and responsibilities) and the times/days that you are proposing to work.

In the case of gifts and hospitality, please include details of the donor, the reason for the offer and the estimated value.

In the case of a close personal relationship with a fellow employee, please provide details of that person.

**Please forward your completed form to your manager for consideration. He/she will then discuss the contents with the relevant senior manager.**

**PART B - To be completed by the approving manager**

The Head of Service is responsible for considering the contents of this form and making a decision on the declaration. In situations where the declaration relates to a Head of Service or Assistant Director, approval should be sought from the relevant Director. For declarations involving a Director, approval should be sought from the Monitoring Officer (i.e. the County Solicitor).

I confirm that I consider:	Please tick
The declared personal interest or offer of gift or hospitality to be acceptable within the employee's role and no further action is required.	
The declared personal interest or offer of gift or hospitality to be acceptable within the employee's role, providing that the changes and/or actions detailed below are completed.	
The declared personal interest or offer of gift or hospitality to be unacceptable within the employee's role for the reasons detailed below.	

Please include any changes, actions or reasons relevant to the above decision:

<b>Signed:</b>		<b>Name:</b>	
		<b>Date:</b>	

The details from this declaration will now be recorded on the Departmental Register of Gifts, Hospitality, Personal, Business, Financial or Other Interests. A copy of the completed form should be provided to the employee and one sent to the Employee Service Centre for inclusion on the individual's personal file.