



## **TVCA Group: Officer Disclosure of Personal Interests**

**This form asks you to provide details of any other interests that may give rise to a conflict of interest with the Group and any of its activities.**

**In line with best practice, this declaration is to be completed by all Officers across all parts of the Group at least annually and where there is any change in circumstance.**

Accurate and up to date information relating to personal interests is vitally important for procurement and decision-making purposes. If you identify an associated business or interest within this declaration, we will enter the information on a register of procurement interests to ensure you are not involved in purchasing decisions which could suggest bias.

We require a standard approach across all parts of the Group, so are therefore asking Officers to update their declarations.

**Should your interests/circumstances change at any time, it is your obligation to inform us immediately of your changed interests by completion of another Declaration of Interest form submitted to the Governance Team.**

### **Summary Explanation**

This form asks you for details of:-

- Any other employment you have;
- Any appointments you hold;
- Any interests in any Group contracts that you may have;
- Any actual or potential conflicts of interest you, your spouse, partner, close relatives or associates may have in respect of the Group and its activities;
- Any other matter that could affect your impartiality or that could reasonably be perceived as affecting your impartiality;
- Any hospitality or gifts you have received.

**Please read the guidance notes at the end of the document when completing this form**

<b>Name</b>	Julie Gilhespie
<b>Post</b>	Group Chief Executive
<b>Directorate</b>	
<b>Line Manager</b>	



1. Please tick the box below and give details (where requested below) if you are declaring that you have other employment and/or appointments (in addition to your employment with a Group entity).

a) I am declaring that I have other employment and/or appointments.

2. Please select one of the below options which applies to you by ticking it, as applicable.

**Note:** TVCA Group entities are TVCA, STDC, STSC, TIAL and any of their subsidiary companies. Definitions of “close relative” and “associate” are set out in the notes at the back of this form.

**b) I am declaring there is an interest -** by ticking this box I am declaring that I and/or my spouse, partner, close relatives and/or associates has an interest in an actual or potential contract with a TVCA Group entity, or there is an issue which may affect or be seen to affect my ability to be impartial, as set out later in this form (please review questions later in this form, recording any specific interests and stating ‘none’ where appropriate);

or

**c) I am declaring no interest** - by ticking this box I am declaring that I do not have, and that neither my spouse, partner, close relatives or associates have an interest in any actual or potential contract with any TVCA Group entity (please review questions later in this form and state ‘none’ where appropriate);

or

**d) Change of interest** – by ticking this box I am declaring that my interest and/or the interest of any of my spouse, partner, close relatives and/or associates in an actual or potential contract(s) with a TVCA Group entity has changed since the date of any previous declaration I have made (please review questions later in this form and note changes as appropriate).



**Please note your response to each of the questions that follow, stating “None” where there are no interests to record:**

### **3. ADDITIONAL EMPLOYMENT**

Please state the name of any **additional** employer other than the group, including the name of the employer(s), its address, the post held and the nature of that organisation’s business. If you are self-employed please complete this section with that information.

Please also include any previous employment in which you continue to have an interest.

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### **4. CHARITY TRUSTEESHIPS, PUBLIC APPOINTMENTS, ELECTED OFFICES & DIRECTORSHIPS**

Please provide the names of any such bodies in which you (and/or your spouse, partner or close relative) have a position of authority (whether remunerated or voluntary) and the nature of the office held, where these could give rise to a potential conflict of interest with the Group and any of its activities. Please include details of:

- a) trusteeships or participation in the management of charities and other voluntary bodies – please include the name of the charity, registered address and charity registration number (if known);
- b) public appointments, including for example, appointments as a governor at another institution;
- c) elected offices;
- d) directorships of companies; and/or
- e) other organisations whose decision-making could affect any of the Group’s interests, and which could give rise to a conflict of interest.

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#### **5. CONTRACTING WITH THE GROUP - YOU**

Please declare, to the best of your knowledge, in addition to your employment within the group:

- i. any contractual relationship you may have with the Group or any of its companies including the name of the company, date of the contract, the type of relationship and value of the contract;
- ii. any contracts which are not fully discharged, and which are:
  - (a) contracts for the supply of goods, services or works to the Group or on the Group's behalf and are
  - (b) between the Group and either yourself or a company in which you have a beneficial interest or of which you are a director.

#### **6. CONTRACTING WITH THE GROUP – YOUR SPOUSE, PARTNER, CLOSE FAMILY MEMBERS AND/OR ASSOCIATES**

Please declare, to the best of your knowledge:

- i. any contractual relationship between any of your spouse, partner, close family member or associates and any organisation within the Group, including the name of the company, date of the contract, the type of relationship and value of the contract;
- ii. any contracts which are not fully discharged and which are:
  - (c) contracts for the supply of goods, services or works to the Group or on the Group's behalf; and
  - (d) between any member of the Group and any of your spouse, partner, close family member or associates or a company in which they have a beneficial interest or of which they are a director; and/or
- iii. if any of your spouse, partner or close family are employees of any member of the Group, any of its subsidiary companies, or a member of any of the Group's committees or boards.



### 7. IMPARTIALITY

Please disclose/describe any other matter that could affect your impartiality or that could reasonably be perceived as affecting your impartiality.

### 8. HOSPITALITY AND GIFTS

Please disclose details of gifts and/or hospitality with a value of more than £25 accepted by you in the last 12 months from any person, external body or company. Please disclose the nature of the gift/hospitality, the date provided and the details of the provider.

*(please note that this question does not replace the requirement to declare and offers of gifts and/or hospitality as they arise in line with group procedures)*



The 1972 Local Government Act requires that if it comes to the knowledge of an officer employed, whether under that Act or any other enactment, by a local authority or joint committee that a contract in which s/he has any pecuniary interest, whether direct or indirect (not being a contract to which s/he is at party), has been, or is proposed to be, entered into by the Group or any committee thereof, s/he shall as soon as practicable give notice in writing, to the Group of the fact s/he is interested therein.

This form should be used to notify interests and changes in interests and should also be completed and returned at least on an annual basis even if there are no interests to declare. The form should be sent for approval to the relevant Director or nominated Officer by no later than 14 days from the date of the interest arising or the change of interest occurring.

An Officer whose duties might require him/her to be involved in a contract in which he/she has an interest should discuss his/her position with the line manager.

Signed: 

Date: 02/03/2023

(Officer)

Signed/Approved by 

Date 02/03/2023

(Head of Service/Director)

**PLEASE NOTE:** 'The Group' refers to the collective entities of:

- Tees Valley Combined Authority
- South Tees Development Corporation (Teesworks)
- South Tees Site Company
- Teesside International Airport Limited

'The Group' also includes its constituent Local Authorities – Darlington, Hartlepool, Middlesbrough, Stockton-on-Tees and Redcar & Cleveland Councils.



Please send this form to your Head of Service or Director for approval by no later than 14 days from the date the interest arises, or the change of interest occurs. That Officer will then ensure that it is sent to the Governance team for entry into the Group's Central Register.

## Guidance Notes for Completion

A conflict of interest exists when an employee or a spouse, partner, close relative or associate of an employee can benefit personally, directly or indirectly, from his/her relationship with a person or entity conducting business with the Group. All employees have an obligation to avoid conflict, or the appearance of conflict, between their personal interests and the interests of the Group and to avoid any situation that affects, or potentially could affect, his/her independent, unbiased judgment in the discharge of his/her duties to the Group. If you in any doubt as to whether an interest should be disclosed, disclose it anyway or talk to your line manager about it.

You should complete the registration form with enough detail to identify clearly what the interest is. Do not use abbreviations, initials or acronyms. You are personally responsible for the accuracy of the contents of your register entry. Non-disclosure or partial disclosure of an interest is a breach of the organisation's Code of Conduct and may result in disciplinary action.

List all the bodies (external to the Group i.e. not committees or sub committees of the Group) to which you have been appointed by the Group or otherwise. Give the full name of the body (not acronyms or initials). Appointments or nominations may include local community organisations and charities, partnerships and companies in which The Group is involved, and other related organisations. Include nominations to regional and national bodies such as local authority associations.

The form should be completed fully, including any interests of your spouse, partner, close relatives and/or associates, recorded in the corresponding box. Even if you have no interest to register in any category, please mark 'none' in each corresponding field.

Please ensure you:

- Include any public bodies of which you (or a spouse, partner or close relative) are a member (e.g. school governor, health authority, government agency, other non-profit organisation in the public sector, local committee). Include any charity of which you (or a close relative) are a trustee or member and any non-profit making body such as a cultural, sporting, environmental or social association, club or organisation.
- Include the name of any political party of which you (or a close relative) are a member, any national or local body operating as a pressure group.
- Include all your other employments and appointments (and those of a spouse, partner or close relative), whether full or part time, identifying the nature of each employment by employer, job title or trade, occupation or profession.



- Include the name of any firm or body that employs any of your spouse, partner, close relative or associate, where there is or may be a potential conflict of interest with any of the contracts or activities of the Group.
- Include the name of the political party or other person or body that has made a payment or provided hospitality to you.
- Include the name of any person or body (other than The Group) making any payment to you for expenses incurred by you (or a spouse, partner or close relative) in carrying out your duties (e.g. travelling expenses).
- “Close relative” means a parent, child or sibling.
- “Associate” means a friend or anyone with whom you have previously worked and/or with whom you have a working or other relationship.

**If you have any queries or concerns, please speak to your line manager or the Group Monitoring Officer.**