

Grampian Valuation Joint Board Register of Interests Declaration form		
Name		
Designation		
Property address &/or name of individual, company, organisation, club etc., where there is a potential conflict of interest.		
Description of (Potential) conflict of interest		
Mitigation action taken		
Authorised by		
Additional information		
Signature of officer making declaration		Date:
Officer to whom disclosure made	Name:	Designation:
	Signature:	Date:

Guidelines

In accordance with section 4.4 of the Code of Conduct (February 2019), employees must not allow any private interest, financial or non-financial, to influence their decisions.

Members of staff must not use their position to further their own interests or the interests of others.

You may have a private interest which relates to your employment by the Board and your work for the Assessor and ERO. That interest may be a financial one or one that a member of the public might reasonably think could influence your judgement. In addition, close family members or people living in your household may have financial interests in the Board or the work of the Assessor & ERO. All such interests must be declared to your line manager/supervisor and subsequently passed to the Principal Administration Officer for recording in a register of staff interests.

If you are a member of an organisation or club (eg School Board, Community Council, PTA etc) and membership might result in a conflict of interest in relation to any aspect of your work, you should declare this interest to your line manager who, in turn, should

pass the details to the Principal Administration Officer. This applies equally to membership of organisations or clubs, which are not open to the public (eg Freemasonry). You need only declare interests which relate to your work.

If you declare an interest, you will not normally be required to continue to work or take decisions relative to this interest. In certain circumstances, your activities outside work may be restricted due to your employment, eg political or commercial activities. All conflicts or potential conflicts of interests should be declared and registered in the following circumstances:-

1. Survey and Valuation for Council Tax or Valuation Roll / Electoral Registration

When a member of staff is involved in the survey and/or valuation of any property:-

- (a) which is owned, let to, or occupied by the officer or a close relative or friend,
- (b) where he/she, or any close relative or friend, has any private interest, or
- (c) where he/she, or any close relative or friend is a member of a private club, organisation or voluntary group which owns or occupies that property.

Mitigation action, which might include additional supervision or referring the caseload to an alternative member of staff, must be taken by the relevant line manager in each case and be described in the Register of Interests.

The same obligations apply where a member of staff is dealing with any electoral registration query or matter beyond general processing of change information.

2. Contracts

A declaration and an entry in the Register must also be made when a member of staff, or a close relative or friend, has any personal, private or other interest in any contractual dealings relating to the Grampian Assessor & ERO or Grampian Valuation Joint Board.

In either circumstance the individual declaring the interest should not be solely responsible for decisions affecting entries in the Valuation Rolls, Council Tax Valuation Lists or Electoral Registers, or for determining successful tender bids or agreeing contract terms.

General

Where any member of staff has any doubts about declaring an interest and making an entry in the Register, they should discuss the matter with their line manager, who should advise on the side of caution.

To avoid repetitive paperwork, the home address of all employees (where in Grampian will be automatically included in the register of interests and as such a separate declaration is not required from each member of staff for their home address) The Register of Interests will be maintained by the Principal Administration Officer. The Management Team, internal audit and external audit will have access to the whole Register. Employees can have access to their own entries.