

Declaration A

Name of Employee:
Department:
Post or Grade:
Permanent or Temporary:

[Please use block capitals]

I declare that I have read the attached Explanatory Notes and Declaration B and that there are no facts or circumstances that I would be required to specify if I completed Declaration B truthfully, accurately and completely.

In the event of any fact or circumstance changing this position, I agree to make Declaration B to my Chief Officer within 21 days.

Signed.....

Date.....

NOTE: This declaration must be made without amendment or qualification. If you cannot make it without amendment or qualification, you must complete Declaration B.

**Chief Officer's Certificate**

I have considered the above Declaration of Interests and confirm that no matters have been disclosed, and to my knowledge this is an accurate statement.

Signed.....

Date.....

**GENERAL DECLARATION OF INTERESTS FOR SENIOR MANAGERS  
AND STAFF INVOLVED WITH CONTRACTS**

Declaration B

Name of Employee:
Department:
Post or Grade:
Permanent or Temporary:

[Please use block capitals]

In this declaration the interests of your family mean the interests of:

- a) your spouse or partner;
- b) any other member of your family (whatever the relationship) when you have actual knowledge of the interests of that family member. Only the interest needs to be declared not the family connection.

I declare that I have read the attached Explanatory Notes and that to the best of my knowledge and belief the answers specified below are truthful, accurate and complete. I agree to inform my Chief Officer in writing of any change to these answers within 21 days of that change taking place.

NOTE: If declaration B is to be made and the answer to any section is that you have no interest to declare in that particular section, you should write 'None'. Do not leave sections blank.

<b>EMPLOYMENT</b> (other than with Merton Council)
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1. I am employed by:  of (address)  as a:
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2. I am self-employed as a:  and my place(s) of business is as follows:  and I trade under the following name(s):
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**EMPLOYMENT** (other than with Merton Council)

3. I am in partnership with:  
  
as a:  
  
my firm's place(s) of business are as follows:  
  
and the firm trades under the following name(s):

4. I am a consultant with or to:  
  
and their place of business is as follows:  
  
and they trade under the following name(s)

**DIRECTORSHIPS**

5. I or a member of my family hold the following Directorships in the following trading companies (give the companies' names, any names under which the companies trade, the companies' registered addresses and the names of all other directors):

**SHAREHOLDINGS**

6. I, my family or my or their nominees have significant shareholdings in the following companies:

Footnotes: <sup>1</sup>A shareholding is significant for these purposes if its size or value (either absolutely or in relation to the share capital of the

company as a whole) is such that it could give rise to the appearance of a conflict of interest if the Council were to enter into a contract with the company.

<sup>2</sup>A shareholding need not be declared if it is in a company that trades in a field wholly unrelated to your field of work for Merton Council.

**PROPERTY AND LAND OWNED BY THE LONDON BOROUGH OF MERTON**

7. I, or a member of my family, or my, or their nominees hold (directly or indirectly) a tenancy / leasehold interest in the following properties/land (other than my or their principal home) which are owned by Merton Council:

Address of Property(ies):

**APPROVED LIST**

8. I, or a member of my family, or my, or their nominees have the following connection with the following businesses on the Council's Approved List of Contractors and Consultations or my own Department's list of suppliers:

(NB: Connections which must be declared include, but are not limited to, being employed by / in partnership with/ a consultant to/ a director or/ a shareholder in a business on the Corporate or Departmental list)

**SECRET ORGANISATION**

9. I am/am not\* a member of any organisation which administers oaths of secrecy and which has a general or particular intention of ensuring that members assist one another. [If you are a member of such an organisation, specify the name(s) or the organisation(s) and the branch(es) or section(s):

**ANY OTHER CONFLICT OR INTEREST**

10. I have the following interests which could give rise to a conflict of interest or to the appearance of a conflict of interest between the said interest and my duty as an employee of Merton Council:

Signed.....

Date.....

**Chief Officer's Certificate**

I have considered the above Declaration of Interests and am satisfied that nothing it reveals is incompatible with the duties of the employee making the Declaration.

Signed.....

Date.....

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