

OFFICERS' PERSONAL INTERESTS & SECONDARY EMPLOYMENT DECLARATION FORM

Please note, this declaration is supplementary to your Organisations/Council's employer code of conduct and you must continue to declare any relevant interests in accordance with your Organisation's/Council's own Employer code of conduct.

Name:	Laura Carter
Job Title	Graduate Development Officer

Secondary employment (if applicable)

Job Title / Position	
Name and Address of Employer / Company / Organisation	
Details of employment including duties, hours worked per week and times and place of work	

Other Potential Conflicts of Interest

Please Note: You only need to disclose personal interests which conflict, or may conflict, with your duties to your Organisation and/or Council. If you are at all unsure, you should disclose your interest using this form or discuss this with your Manager. The interest will then be recorded in a register which will be maintained by the City Deal Office

Business interests eg contracts with the Council, sponsorship etc	n/a
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Membership or management of a club, organisation, charity, professional association or other body	n/a
Land or property interests	n/a
Other financial interests	n/a
Any other potentially conflicting personal interests	n/a

Notification of Changes	I undertake to notify the City Deal Office, along with notifying my own Organisation and/or Council in writing of any changes which may occur within 28 days from the date of the change, by submitting a new declaration as appropriate.		
Signature:	LB Carter	Date:	12.02.2020

TO BE COMPLETED BY OPERATIONAL MANAGER (or above)

PART 1

Nature of Personal Interest / Secondary Employment:

Is there a Conflict of Interest

YES / NO

(please give details / reasons)

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PART 2

To be completed if there is a Conflict of Interest

Is it possible to re-adjust/reallocate duties to avoid the conflict?	YES / NO (please give details / reasons)
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Is any other action necessary to avoid the conflict?

Signature:		Date:	
POSITION			