



Register of Interest and/or Other paid employment

The need to declare and store personal interests in a register helps the Council and its holders of public office to meet the high standards expected. These are set out in the Local Government Association's code of ethics in the public sector, as well as the seven 'Nolan principles': selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

A 'personal interest' is any private arrangement or association which an SCC employee (or their spouse/partner) has outside their SCC employment, which exercises some influence on their private life and, which may potentially impact their SCC employment or duties. Secondary employment or running one's own business, are particularly significant personal interests in terms of influence. But some memberships and relationships may also constitute 'personal interests'.

Registering any outside interests or secondary employment is a contractual requirement and an important part of maintaining transparency and public trust. Failure to comply may result in disciplinary action. It is also a requirement of every officer's SCC contract paragraph 20: During your employment, unless you have our prior written permission, you must not be involved in any business or activity which in our reasonable opinion affects your ability to devote the whole of your time and attention during working hours to our business or conflicts with the interests of or causes damage to our goodwill. You must give us full details of your involvement in outside employment or business.

Register of Outside Interests –what is a 'conflict of interest'?

Conflicts of interest may occur if a decision of the Council could affect you, or close friends and relatives, either positively or negatively; or, if your association with a person or organisation might influence your council duties. Interests could include:

- involvement with businesses which have existing or proposed contracts with the Council;
- membership of organisations or groups which may oppose Council policies;
- membership of secret organisations such as the Freemasons which may be perceived to have loyalties that overrule its members' employee loyalties to their employers;

- roles undertaken outside of work (e.g. acting as a school governor, member of an NHS trust board, Chamber of Commerce);
- close personal friendship or relationship with other SCC senior officers or councillors or Council suppliers.

You should ask yourself the questions:

“Would a member of the public think that my family or I would benefit from the connection between my personal interest and my employment with SCC?”, or, “Would a member of the public think that my SCC duties would be compromised by my other personal interest ?”

PART A - To be completed annually by every member of the Senior Management Team; and, voluntarily by any officer declaring a personal interest

Name:	Tracy Adams	
Post Held:	Head of HR	
Tick one of the following two declarations which will be publicly accessible in the Council's Register of Interests:		
I do <u>not</u> have any personal interests which could cause a conflict of interest with my SCC employment and duties, but will declare any that arise in the future.		x
I <u>do</u> have a personal interest which could potentially, or be perceived to, cause a conflict of interest with my SCC employment and duties, which I wish to declare (complete Part B of this form)		

PART B - To be completed by any officer wishing to declare a personal interest

I wish to register: an Interest / Other paid employment (Please circle as appropriate).

Nature of Interest or Other Employment :

(please include the name and address of any employer(s) and the nature of the business concerned and your role/ job, or, if it is a family relationship, please give the name, role and your relationship to the employee or Councillor)

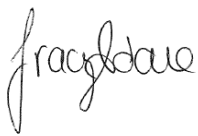
For Second jobs/ Paid employment Only:

Please state the time which your commitment will impact you, in a given week or month:

Where the hours are not regular, please state the maximum number of hours that your commitment will take:

If this requires any flexibility in your current role, please state what you would like to request:

Where paid or generating a business profit, please state whether the approximate annual turnover of your business and personal annual income received from your second job(s) or business are less than, or more than, 50% of your annual SCC salary:

My personal interest business profit and/or personal annual income are less than 50% of my SCC annual salary – <i>please tick box (right arrow)</i>			
My personal interest business profit and/or personal annual income are more than 50% of my SCC annual salary – <i>please tick box (right arrow)</i>			
The information you provide on this form will be input onto a digital filing system. It will be used to ensure no conflict of interests exists between your employment with Salisbury City Council and another organisation, or that we offer you the option of opting out of the Working Time Directive if your hours are likely to exceed the maximum stipulated by this Directive.			
Signed:		Date:	28 August 2025

This form should now be sent to your Manager for completion of part C

PART C - To be completed by SMT member (for posts below SMT) / CEO (for SMT member) / Personnel Committee Chair (for CEO)

Date received:	01.10.2025
Is there a perceived/potential conflict of interest ?	No
If yes, please give reasons why: not applicable.	
If no, please complete: I do not believe there is a conflict of interest because there are no interests which have been declared at this time.	
Signed (SMT member / CEO / Personnel Cttee Chair)	
	
Date: 01.10.2025	

This form should now be passed to HR who will complete Parts D & E

PART D - To be completed by the Head of HR

Date received:			
Paid Employment Only:			
This additional employment does/does not comply with the Working Time Regulations.			
Where the employment does not comply with the regulations please state the reason below:			
Any other comments:			
Where the employee's combined hours exceed 48 hours per week, an Opt Out form should be sent to the employee to complete.			
Sent by HR:			
PeopleHR updated:			
Is there a perceived/potential conflict of interest ?		Yes / No	
If yes, please give reasons why:			
If no, please complete:			
I do not believe there is a conflict of interest because:			
Signed:		Date:	

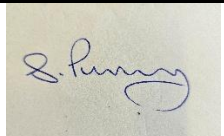
**All completed forms must be filed on the register of interests.
All perceived, potential or actual conflicts of interest must be resolved by the Council.**

The manager and Head of HR should arrange a meeting with the officer to discuss the conflict of interest and discuss options to eliminate the conflict within a mutually agreeable timescale. The Council's overriding priority, in accordance with the code of ethics and Nolan principles, is to protect the public purse and its reputation. In extremis, if the perceived conflict of interest cannot be resolved by mutual agreement, the Head of HR and CEO/Personnel Cttee Chair, will take whatever action best protects the Council, which may include dismissal. Failure to declare an interest is also a disciplinary matter; failure to declare a conflict of interest is a serious disciplinary matter.

PART E - To be completed by the Head of HR

The Head of HR should summarise the conflict of interest, the options considered and discussed with the officer and the Council's resolution to eliminate the conflict.

This form has been signed by HR Manager as it relates to the Head of HR

Signed:		Date:	17/10/2025
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