

<b>Name:</b>	Tracy Adams	
<b>Post Held:</b>	Head of HR	
<b>Tick one of the following two declarations which will be publicly accessible in the Council's Register of Interests:</b>		
<b>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.</b>	<b>X</b>	
<b>I do 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)</b>		

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

<p><b>I wish to register: an Interest / Other paid employment</b> (Please circle as appropriate).</p> <p><b>Nature of Interest or Other Employment :</b>          (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)</p>
<p><b>For register of interests only:</b></p> <p>If you work with or manage this person, describe the controls in place to prevent conflicts of interest. Include where decisions are handled separately (for example pay, hours, recruitment, performance, or financial approvals) and any steps taken to maintain fairness and confidence within the team.</p>

**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 <b>less than 50%</b> of my SCC annual salary – <i>please tick box (right arrow)</i>	
My personal interest business profit and/or personal annual income are <b>more than 50%</b> 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.

<b>Signed:</b>		<b>Date:</b>	
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**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:	18-06-2026
Is there a perceived/potential conflict of interest ?	Yes / <input checked="" type="radio"/> No
<p>If yes, please give details of control measures in place to prevent conflict of interest</p>  <p>With these measures in place, does this reduce the conflict of interest to an appropriate standard?</p>  <p>If no, please complete: I do not believe there is a conflict of interest because:</p>   	
<p>Signed (SMT member / CEO / Personnel Committee Chair)</p> 	
Date:	18-06-2026.

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

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**PART D - To be completed by the Head of HR**

<b>Date received:</b>	18/6/26			
<b>Paid Employment Only:</b>				
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:				
<b>Is there a perceived/potential conflict of interest ?</b>	<del>Yes</del> / <u>No</u>			
<b>If yes, please give reasons why:</b>				
<b>If no, please complete:</b> I do not believe there is a conflict of interest because:				
<b>Signed:</b>	S. J. Bishop		<b>Date:</b>	18/6/26

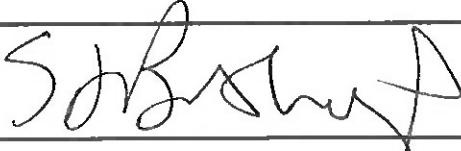
All completed forms must be filed on the register of interests.  
All perceived, potential or actual conflicts of interest must be resolved by the Council.

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.

N/A

Signed:		Date:	18/6/26
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