

Declarations of Interest

For Governing Body Members

1. All Board members will complete a Declaration of Interests (DOI) form on an annual basis (every year following the AGM) to ensure any interests which have arisen throughout the previous year are recorded in the DOI Register.
2. At Board and Subcommittee Meetings, where a Board member has an interest in any matter being discussed or considered at a meeting, a declaration of interest must be made. The Board Member must not take part in the discussion. As per our Rules, it will be at the Chair's discretion whether the Board Member will be permitted to stay in the meeting whilst the matter is being discussed or whether they must withdraw from the meeting. Any declarations made will be recorded in the minute and the DOI Register will be updated after the meeting.
3. The Code of Conduct for Board members contains a section on Declaring Interests that should be complied with at all times.
4. The Register of Interests will be maintained by the Corporate Services Team Leader and overseen by the Secretary.

Declarations of Interest

Process for Governing Body Members and Senior Management

Annual Declaration of Interest Process – Board Members and Senior Management

1. On an annual basis, usually after the Annual General Meeting, the Corporate Services Team Leader will issue a request to all Board Members, The Chief Executive and the Finance and Corporate Services Manager to complete a Declaration of Interest Form as found below in **Appendix 1**. At the same time as issuing the form, the Corporate Services Team Leader will also link our list of suppliers, so that our Board Members, when completing the form, can ensure that they declare their interest in any of our known suppliers.
2. Once Board Members, Chief Executive and Finance and Corporate Services Manager have completed their section of the form, the forms will be handed back to the Corporate Services Team Leader and collated.
3. The Chair of the Board will review all DOI forms, and if there are any declarations of interest noted on the form, the Chair will note any steps which are being taken to ensure this interest is managed and will sign off and return the form to the Corporate Services Team Leader.
4. The Corporate Services Team Leader will then ensure that all declarations of interest are recorded on the Register of Interests.
5. All information provided in the DOI form will be kept in line with our Data Retention Schedule and our Fair Processing Notice (*“How we use your information”*).



Appendix 1

Annual Declaration Of Interest Form

Name _____ (Please print)

Role _____ (Please print)

Declaration of Interest (DOI)

As per our Entitlements, Payments & Benefits policy, we have a legal duty under the Housing (Scotland) Act 2001 to ensure that our Board members have no conflict of interest between their personal circumstances and the work of Muirhouse Housing Association.

NOTE: any mention of Muirhouse Housing Association (MHA) refers to the parent in the Group Structure and include any and all subsidiaries including, but not limited to, Muirhouse Homes.

The Process;

Step 1.
Complete this form

Step 2.
Pass to the Corporate
Services Team Leader

Step 3.
All DOI will be
recorded in the
Register of Interests

If your circumstances change during the year, it is your responsibility to tell us about a potential conflict of interest. **Examples of these could be where you or a close friend, or family member:**

- **Is a tenant of Muirhouse Housing Association**
- **Is an employee or Board member of MHA**
- **Works with a supplier of goods or services for MHA**

For our protection and yours, we need to be clear that when we award contracts, we have not been influenced by friendship or family relationships. We also need to avoid any perception that there has been any influence in the award of these contracts from people who sit on our Management Board or are part of our Senior Management.

1. Are you closely connected to of a member of staff, a tenant of MHA or someone who works for a third party providing direct services to MHA or its customers?

Yes No

If yes, give the name of your close relative.....

Details of Relationship

Work position held by close relative.....

Note: Someone ‘closely connected’ to you includes family members and persons who might reasonably be regarded as similar to family members even where there is no relationship by birth or law. More Guidance on this can be found in the Code of Conduct for Governing Body Members and Staff.

2. In the **last year** have any of your family or friends worked for any organisation which sells goods or services to MHA which may cause a conflict of interest? Or do they have a significant financial interest, for example a large shareholding in a private company which trades with us?

Yes No

If yes, please give particulars:

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3. Have you ever been employed in a private capacity by a customer of MHA?

Yes No

If yes, please give particulars:

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4. In the **last year** have you knowingly used or employed for private purposes any person or company who sells goods or services to MHA?

Yes No

If yes, please give details:

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6. More generally, please supply details of all bodies in which you have an interest which could have an influence on your role as a Board member or part of the Senior Management Team as:

- a Director or other officer of a business trading for profit, or
- an official or elected member of any statutory body

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6. Are you a tenant of Muirhouse HA?

Yes No

If yes, please give your address.

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7. Personal Relationships

Any personal relationships which develop between staff members, customers and Board members are not in themselves a breach of our policy. However, we need to avoid any conflict of interest that may arise from such a relationship. Examples might include line management, dealing with grievance or disciplinary matters, or anything else where having a relationship with someone might be thought to create a conflict of interest. In the case of tenants, it includes anything directly affecting their tenancy.

You are therefore asked to declare any such relationship where a conflict of interest may arise.

Where a relationship is declared then MHA will, if possible, make adjustments to manage the perceived conflict of interest. When this is not possible, a decision will be made using the criteria outlined in the Entitlements, Payments & Benefits Policy to remove the perceived conflict of interest. Confidentiality and sensitivity will be observed in dealing with the above.

Please declare anything which relates to the above.

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8. Do you issue any contracts to organisations seeking to trade with MHA which may be influenced by a personal relationship?

Yes No

If yes, please complete

Name of Business or individual who have been invited to tender.	
Name of Business or Individual to whom Contract may be/has been granted.	
Relationship to Business or Individual. Please give details of your interest and involvement.	

Signed Date



Board Members – please return this form to the **Corporate Services Team Leader** who will then liaise with the Chair to review.

STEP 2 REVIEW

Is there a potential conflict of interest declared in this form? Yes No

Please outline below the reason for this potential conflict, the discussion you have had with the employee and the actions that you have put in place to minimise the conflict.

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Signed.....Dated.....

STEP 3 - RECORDING IN THE REGISTER OF INTERESTS

Date Recorded in the DOI Register.....

Signed.....