

Duty of staff to declare interests and outside work

The council seeks to regularly update the information held on staff in respect of

- [Register of Employee Interests](#)
- [Other \(Outside\) Employment Registration and Approval Request](#)

Legislation and the local code of conduct for employees require that staff disclose any financial or personal interests that could conflict with the council's business or interests. This ensures that potential conflicts of interest are recorded and staff are not placed in a difficult position as they undertake their duties.

New employees complete a form on commencement of employment, and thereafter all staff are required to complete and return the forms on an annual basis.