

GUIDANCE

DECLARATION OF INTERESTS FORM

Date document adopted: 04/02/2009

Date of last review: 20/12/2019

Date document must be reviewed by: December 2021

This form is used to record all interests of staff employed by the Commission and any actual or potential conflict of interest arising under the Code of Conduct. The Commission issues these forms to all staff and volunteers. All must complete the form listing all interests and, where relevant, what they deem to be potential or actual conflicts of interest that may or may be perceived to influence their integrity and probity.

Completing the form for the first time.

All interests must be listed on the form, even where it is not anticipated that a potential or actual conflict may arise as a result of such interests. For example, individuals must list all directorships, employment, offices, professions or other similar activities. Individuals must also list significant shareholdings, unremunerated posts, honorary positions and any other connections. Please note that the relevant and known interests of any spouse, partner or close family must also be listed.

For each interest declared, any relevant potential or actual conflict of interest must also be listed. Where no such conflict is anticipated, "none" should be entered.

Once the form has been completed, it should be signed and returned to the Business Support: Resources, Reception, PA where details will be entered on to a register of interests (to be placed in the public domain).

Completing the form on the second and subsequent occasions

Occasionally, an individual will gain a new interest or activity which requires a change to the original form. Equally, a potential or actual conflict may arise in relation to an existing interest. In this case, a new form must be completed for each new interest and / or conflict at the time that it arises and returned to the Executive Assistant so that the register can be updated.

The form is on the reverse of these instructions.

1. DECLARATION OF INTERESTS

Please give details of any job, other employment, voluntary work, other types of position you hold as well as interests you have in any businesses, public bodies, political parties, societies or clubs and any other interests you have which are relevant.

Please note that relevant and known interests of any spouse, partner or close family must also be listed and their relationship to you stated next to the declaration.

1. Trustee and Vice Chair

Glasgow Caledonian University Students Association
70 Cowcaddens Road, Glasgow, G4 0BA
Registered Charity: OCSR SC022887

2. Trustee

Scottish Commission for Learning Disability
Suite 5.2, Stock Exchange, 77 Nelson Mandela Place, Glasgow, G1 1LG
Registered Charity: OSCR SC032846

2. CONFLICTS OF INTEREST

For each interest declared in section one, please provide details of potential or actual conflict of interest. Where no such conflict is anticipated, "none" should be entered.

1. None
2. None

3. PAYMENTS AND BENEFITS

Please give details of any payment, benefit, transaction, contract, property, gift or hospitality that is involved in any of the declarations of interest (with date)

1. None, other than reasonable travel expenses/refreshments whilst on Board business
2. None, other than reasonable travel expenses/refreshments whilst on Board business

4. CONFIDENTIALITY

Information from this form will be entered into a register of interests which will be available on the Commission's website. This form may also be released to the public domain. Please state if there is any reason why any part of this information should be regarded as confidential

No reason.

NAME Jan Savage

DATE 5th January 2023

SIGNED Jan Savage