

## BIELD

<b>BOARD OF MANAGEMENT</b>	<b>Agenda Item 8(i)</b>
<b>23 May 2019</b>	

<b>Declarations of Interest – Annual Report</b>	
<b>Status:</b>	<b>OPEN</b>

<b>Report Author:</b>	Clare Beesley Governance & Admin Manager
<b>Contact Details:</b>	0131-273-4004 c.beesley@bield.co.uk

<b>Purpose:</b>	<b>For Information</b>
-----------------	------------------------

<b>Executive Summary</b>  In accordance with a previous recommendation from the Governance Review Group, it was agreed that the Board would receive an Annual Report on Benefits and Declarations of Interests, relating to Senior Staff and Board and Committee Members.  The analysis of these declarations is included within the attached paper.
--

<b>Recommendations</b>  <b>The Board of Management is asked to note the Annual Report on Declarations of Interest.</b>
--

<b>Implications</b>	
Relevance to Business Strategy	None
Financial	None as a direct consequence of this paper
People	None as a direct consequence of this paper
Risk	The paper highlights areas where risks could arise as they relate to the wider interests of Committee/Board members and senior staff
Customer Implications	None as a direct consequence of this paper
Equality Impact Analysis	None as a direct consequence of this paper
Health & Safety	None as a direct consequence of this paper

In accordance with a previous recommendation from the Governance Review Group, it was agreed that the Board would receive an Annual Report on Benefits and Declarations of Interests, relating to Senior Staff and Board and Committee Members.

As members are aware, steps were taken previously to enhance monitoring of Declarations of Interest by introducing a standing agenda item at all Committee, Board and Senior Management Team meetings and the extension of the forms relating to Register of Interests to cover all staff of Grade 2 and above.

Members of the Board, Committees, Senior Management Team and Senior Staff (Grades 1 & 2) are required to complete a form relating to Members' Interests annually and return these to Strategic Support Services. The forms are then checked and signed off by the Chair of Bield. The forms contain information on the following;

- A Position of Public Responsibility;
- B Membership of other Housing Associations or Voluntary Organisations and
- C Directorships;
- D Declaration as to whether the staff/committee member has influence or exercises control directly or indirectly over another organisation which has transacted with Bield over the 12 months to 31 March 2019;
- E Declaration as to whether the staff/committee member has a member of "their family or close relative" who has influence or control directly or indirectly over another organisation which has transacted with Bield over the 12 months to 31 March 2019;
- F Declaration as to whether the staff/committee member has any other interest (financial, business or personal) that they consider conflicts or has the potential to conflict with the interests of Bield;
- G In the 12 months to 31 March 2019 has the staff/committee member received any gift, favours or hospitality in their capacity as staff/committee member;
- H Are staff/committee members aware of any close relatives who are councillors for or employed in a senior position by any Scottish Local Authority (this was introduced in March 2009 to assist with information required in respect of Local Authority Tenders).

The completed forms to 31 March 2019 have been verified and signed by Susan Napier, Chair of Bield and are summarised as follows:-

*Board and Committee Members*

- A One member held a position of public responsibility;
- B Eight members held membership of another housing association (2) or of a voluntary organisation (7);
- C Two members held directorships of a company;
- D Two members have influence or exercises control directly or indirectly over another organisation which has transacted with Bield over the 12 months;
- E No member has declared that he/she has a relative /close family member who has influence or control over another organisation which has transacted with Bield over the past 12 months;

- F No member has declared any other interest (financial, business or personal) that they consider conflicts or has the potential to conflict with the interests of Bield;
- G No member received a gift, favour or hospitality in their capacity as Board/Committee member;
- H No member has a close relative who is a councillor for or employed in a senior position by any Scottish Local Authority.

None of the declarations above is considered to have constituted a conflict of interest during the year to 31 March 2019.

*Staff – Senior Management Team and Grades 1 & 2*

- A One member held a position of public responsibility;
- B Five staff members were members of another housing association (2) or of a voluntary organisation (4);
- C Two staff members held directorships of companies (2 non-executive);
- D No staff members have influence or exercises control directly or indirectly over another organisation which has transacted with Bield over the 12 months;
- E No staff member declared that they have a relative /close family member who has influence or control over another organisation which has transacted with Bield over the past 12 months;
- F No staff members have declared any other interest (financial, business or personal) that they consider conflicts or has the potential to conflict with the interests of Bield;
- G One staff member within the Senior Management Team and grades 1 & 2 staff have recorded a gift within the past 12 months (all in accordance with Bield's Code of Conduct for staff);
- H No staff member was aware of a close relative who is a Councillor for or is employed in a senior position by a Scottish Local Authority.

None of the declarations above is considered to have constituted a conflict of interest during the year to 31 March 2019.

*Board and Committee Meetings*

During the course of the past 12 months a total of 17 meetings have been held of the Board/Committees of the Board with two declarations of interest being recorded in respect of Board members at Board meetings. In this case, no member played a part in the discussions or decision making.

In respect of the Remuneration Committee and the Performance & Audit Committee, there were no declarations of interest by a committee member.

Declarations of interest were made by Senior Management Team members at 6 Board meetings and at 4 Remuneration Committee meetings in respect of the Organisational Structure, Voluntary Severance Framework and Job Evaluation, Future Pay Arrangements and COSLA linkage, Pensions Consultation, Salary Benchmarking – Directors' Role, Vehicle & Expenses Policy. No declarations of interest were made at any Performance & Audit

Committee meeting.

*Senior Management Team*

Eleven routine meetings of the Senior Management Team took place during the year. Declarations of interest were recorded by members of the Senior Management Team as follows:

- Declarations of Interest were made at 1 meeting in respect of the COSLA Pay award.

None of the declarations above is considered to have constituted a conflict of interest during the year to 31 March 2019.

**Recommendations**

**The Board of Management is asked to note the Annual Report on Declarations of Interest.**

<b>Supporting Papers (available in Board Area of Grapevine)</b>
---

None
------