

Committee(s): Establishment Committee	Dated: 8 September 2021
Subject: Register of Interest for Senior Management Group	Public
Does this proposal require extra revenue and/or capital spending?	No
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Ruth Bailey, Executive Director of HR	For Information
Report author: Jacqui Cover, HR Business Manager	

Summary

This report provides Members with the individual Register of Interests for the Senior Management Group (formerly Chief Officers Group).

Recommendation(s)

Members are asked to:

- Note the report and approve where new work (paid/unpaid) is declared.

Main Report

Background

1. The Senior Management Group, must complete a Register of Interest Form annually to declare the nature of involvement and benefit derived by the City Corporation and the approximate time spent on outside paid work and interests, as well as outside voluntary work and interests affecting their working life. Where they have no declaration to make, they must submit a nil return.
2. The completed Register of Interest Form is reviewed by the Town Clerk & Chief Executive and The Executive Director of HR then reported to the Establishment Committee. This information becomes part of the public record, as named individual records are available in open committee papers.

3. Any new declarations in the intervening time between annual reviews must be declared at the earliest opportunity and the same principles apply.

Current Position

4. The Establishment Committee agreed the circumstances to complete a Register of Interest Form at its meeting in April 2019 as follows:

Chief Officers will continue to complete a Register of Interest Form, which is reported to the Establishment Committee and becomes part of the public record, as named individual records are available in open committee papers.

For Senior Managers at Grades I and J, their declarations are not being made publicly available, so their disclosures will be encapsulated within the Declaration of Interest Form (Officers) and reviewed by the Director of HR and Town Clerk. The Chief Officers' individual Register of Interest Forms are provided at Appendix A to this report.

5. Following restructuring, all colleagues within the Senior Management Group are now in post and it is deemed appropriate to update the register, which is held and updated by the Human Resources Unit. The Senior Management Group individual Register of Interest Forms are provided at Appendix A to this report.
6. There are five outstanding declarations due to annual leave. However, we anticipate that we will be able to provide these by the meeting.

Proposals

7. We recommend that Members receive this report which is provided for information. The Town Clerk and Executive Director of HR are content that there are no issues to declare that would need further consideration by Members.

Appendices

- Appendix A – Senior Management Group Register of Interest

Background Papers

- Conflicts of Interest Policy

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