|  |  |
| --- | --- |
|  | **The Highland Council****Declaration of Conflict of Interest,****and Receipt/Offers of Gifts or Hospitality** |
| Please answer every question. Use the tab key in order to move between fields. The form may then be saved and printed or emailed. |
|  |  |
| Employee Details |   |
| **Name:** |  |
| **Service** |  |
| **Home Address** |  |
|  |  |
| Section 1 |   |
| **Nature of Conflict of Interest (Including Organisation Involved):** |  |
|  |  |
| Section 2 |   |
| **Offer of Gift/Hospitality:** |  |
|  |  |
| Section 3 |   |
| **Action Taken:** |  |
|  |  |
| Section 4 |   |
| **Comments:** |            |
|  |  |
| 1. **Please enter information on the name of the organisation with which the conflict exists and the nature of the conflict. This may include membership of clubs or associations.**
 |
| 1. **Please enter precise information on the gift/hospitality offered, or accepted and by whom it was offered/given.**
 |
| 1. **Please enter what action you have taken in relation to the conflict of interest or offer of the gift/hospitality**
 |

**GUIDANCE NOTES**

* **THIS FORM SHOULD BE RETURNED TO YOUR EXECUTIVE CHIEF OFFICER WITH A COPY BEING FORWARDED TO THE HEAD OF LEGAL AND GOVERNANCE**
* **EXECUTIVE CHIEF OFFICERS SHOULD RETURN THE FORM TO THE CHIEF EXECUTIVE WITH A COPY TO THE HEAD OF LEGAL AND GOVERNANCE**