

GLA 36/10.5 Register of Interests

17 January 2013

BOARD PAPER REFERENCE – GLA 36/10.5 – Register of Interests

Issue

1. All Board members are required to declare a Register of Interest document annually.

Recommendations

2. Board members are requested to complete the Register of Interest document at Annex A.
3. Any declaration of interest should also be declared at each Board meeting or any GLA meeting that is considering a matter in which Board Members have an interest.

Annual Review

4. The Board Secretariat will issue the form electronically inviting all Board members to complete the form as at Annex A.
5. This appears on the Audit and Risk Committee Work plan for January of each year.

Completion of Form

6. GLA Board members should bear in mind the importance as public appointees, of the standards of conduct set out in *the Cabinet Office Code of Conduct for Board Members of Public Bodies - Public Life's Seven Principles of Public Life*.
7. A realistic view should be based on the code of conduct about what constitutes as a possible conflict of interest.
8. The Related Parties document previously circulated to the Board can be found at Annex B.
9. Register of Interest documents must be signed on completion. Electronic signatures will be accepted.
10. This will be reported on in the end of year accounts.

Newly Appointed Board Members

11. Those attending board meetings as observers awaiting their appointment are not required to complete a declaration until their appointment has been confirmed by the Minister.
12. A standard question relating to conflict of interests is asked at interview. Any declaration is considered by the panel and noted by the Secretary.
13. On appointment the GLA will ask the newly appointed Board member to complete a Register of Interest which will be added to the website.

Website

14. The summary of Register of Interest will be added to the website <http://gla.defra.gov.uk/Who-We-Are/GLA-Board/> .
15. Any board member who has concerns about this information being in the public domain should contact the Board Secretariat.

Retention

16. In accordance with the GLA Retention Policy these documents will remain on file for 7 years.