

Declaration of interests

Financial Year 2022/23



About you

Forename	Michael
Surname	Melvin
Job title	Director of Safeguarding Adults
Directorate	People

About this form

You **should** complete this form **twice yearly** if:

- You are a **Councilor, Chief Officer** or an **officer at Grade 10 and above**
- Even if it is a **NIL** return

You **should** complete this form as and when required if:

- You are a **member of staff** who has to declare any **personal financial or non-financial interest** which may **conflict with the interests** of the Council.

The [Declaration of Officer Interest policy](#) should be referred to along with the [Employee Code of Conduct](#).

How do I complete this form?

Start by completing Section A and then work your way through the form. Depending on your circumstances you may not need to complete every section. Don't forget to sign the declaration at the end.

- Section A – Submitting a Nil return
- Section B – Financial interests
- Section C – Non financial interests
- Section D – Your declaration



Guidance notes to help you complete the questions within the form are found next the light bulbs. In addition, you should take the time to familiarise yourself with the Council's Declaration of Interests policy (revised January 2019).

Completed forms should be sent to your Director and Declarationofinterest@york.gov.uk

Section A – Submitting a Nil return

Do you wish to submit a Nil return?

Please cross (X) as appropriate

Yes

No



If there are no relationships to consider you **must** still submit a Nil return as indicated above so that we can clearly demonstrate to auditors that we have considered all of the relevant employees and members.

If you have elected to submit a Nil return, please proceed directly to Section D.

Section B – Financial Interests

Q1

Employment, office, trade or profession (other than with City of York Council)



Include here the details of any employment other than with the City of York Council together with a brief description of the activity and the name of the employer.

Q2 Interests in companies and securities including the annual value of any pay or reward from any City of York Council owned companies/related parties.

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Include here the names of any companies, societies or corporate bodies that are active in the authority's area and in which you or your spouse/partner have a substantial interest i.e. you own shares/securities in the company. A substantial interest is defined as any holding which exceeds a nominal value of more than £25,000 and/or one hundredth of the total issued shares/securities of that company.

Section B – Financial Interests *continued*

Q3 Contracts with City of York Council

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Include the details of any contract for goods, services and works made between the authority and yourself or a firm for which you are a partner, a company of which you are a remunerated director or in which you have a substantial interest.

Q4 Land and property in the area of the authority




Include the address(es) of land or property in the area of the authority in which you have a beneficial interest, but exclude any property which you class as your normal place of residence.

Q5 Corporate tenancies





Include the address(es) of land where the landlord is the authority and the tenant is the company or corporate body in which you have a substantial interest.

Section B – Financial Interests continued


Q6	Licences to occupy land
	<div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p> Include the address(es) of land in the authority's area in which you have a licence to occupy for 28 days or longer.</p>


Section C – Non-Financial Interests

Q7 a	Relationships to senior officers or members
	<div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p> Identify the officer/member and detail the nature of the relationship.</p>

Q7 b	Relationships to staff involved in contracts awarded with CYC or potential contracts (through procurement)
	<div style="border: 1px solid black; height: 100px; width: 100%;"></div> <p> Identify the individual and detail the nature of the relationship. Where you have declared a direct or indirect personal or financial interest in a contract or proposed contract you will not be allowed any involvement in relation to the procurement or management of the relevant contract.</p>

Section C – Non-Financial Interests continued

Q8	Membership of secret societies
	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
	 Identify the society and detail the nature of the relationship.

Q9	Membership of outside bodies
	<div style="border: 1px solid black; height: 100px; width: 100%;"></div>
	 Include school governorships, membership of partnership bodies and/or other public organisations.

Section D – Your Declaration

Please read this declaration carefully before you sign and date it.

- **I declare** that the information I have given on this form is correct and complete as far as I know and believe.
- **I understand** that you may use any information I have provided for purposes relating to the completion of the statutory final accounts and where a conflict of interest is identified a decision may be taken around involvement in procurement exercises and or contract management.

Your full name

Michael Melvin

Your signature

Today's date

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The Council takes the security of your data seriously. We hold your personal data securely and confidentially and have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. You can find out more about information governance at <http://colin.york.gov.uk/beconnected/how-we-do-things-at-cyc/information-governance/> and for ICT usage at <http://colin.york.gov.uk/besupported/ict/ict-policies/>, in the Declaration of Officer Interests Policy and Employee Privacy Notice.