

## Declaration of Interests Form

In accordance with our Entitlements, Payments & Benefits Policy we need to be aware of any connections with anyone who works for us or who is a member of our Management Committee or has been within the last 12 months.

Please note that in accordance with our Policy, some connections may mean that someone cannot join the Management Committee or there may be some conditions for doing so.

Attached is an extract from our Policy which shows any restrictions or conditions to people joining the Management Committee where there is a connection with a staff member or committee member.

Please answer the following questions.

Question	Yes or No
1. Are you, anyone in your household, any of your relatives or close friends related to or closely connected to (e.g. relatives, friends) with a staff member at Rosehill?	
2. Are you, anyone in your household, any of your relatives or close friends related to a current Rosehill Committee Member or someone who has been a Committee Member in the last 12 months?	
3. Have you been a member of staff at Rosehill in the last 12 months?	
4. Are you involved with any business that provides services or is contracted to Rosehill?	

If you have answered yes to any of the above questions, please provide the following information.

The Person's Name:

The Person's Position with Rosehill:

Your relationship/connection to them:

Signature:

Date:

**The requirement for disclosure will help us to meet our regulatory obligations and to comply with our governance policies. Please note that we are required to keep a register, recording any offer of employment we make to individuals with relevant connections to Rosehill Housing Association Limited, and that this register can be viewed by members of the public on request.**

## Extract from Entitlements, Payments & Benefits Policy – Section 6

Example	Can this be permitted?	Further action necessary before this will be permitted?
Nomination, election or co-option to the governing body of someone who was, in the last twelve months, a member of staff	No	This cannot be permitted. This is because the governing body is the employer and determines all policies, terms and conditions relating to our employment practices. Consequently, it is very difficult to avoid the risk of a perception that someone who has recently been an employee may be able to exert inappropriate influence.
<p>Nominations to join the Committee from people who are connected to a serving member.</p> <p><i>SFHA's Model Rules contain an optional Rule 43.1.12 which, if adopted, prevents someone closely connected to a serving member of the Committee from seeking election or being co-opted</i></p>	(Yes or No)  Yes	<p>This can be permitted in accordance with the Rules of the organisation.</p> <p>The rules do not permit this where the person lives at the same address as a Committee Member.</p>
Nomination to join the Committee from someone who is closely connected to an employee	No	<p>This cannot be permitted. This is because the governing body is the employer and determines all policies, terms and conditions relating to our employment practices. Consequently, it is very difficult to avoid the risk of a perception that someone closely connected to one of our people may be able to exert inappropriate influence.</p> <p>Nomination/application forms should require potential GBMs to identify anyone they are closely connected to: if a nominee is closely connected to a current employee, Rule 39.3.2 permits the GB to reject the nomination.</p>
The organisation entering into a contract with a contractor or service provider where one of our people, or someone closely connected to them, has significant control, and the contract <b>is not</b> within the scope of public procurement legislation	Only in specific and limited circumstances	<p>We could only consider this where:</p> <ul style="list-style-type: none"> <li>• There is no reasonable alternative (e.g. because of geography or the specialist nature of the goods/services) AND</li> <li>• The person affected by this policy is not involved in any part of the procurement process or decision</li> <li>• The appointment is approved by the Governing Body which is satisfied that the appointment is reasonable in the circumstances</li> </ul>

		In such rare circumstances, the appointment must be recorded in the register along with details of the process followed.
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