**Conflict of Interest Declaration**

All persons who perform a public duty must ensure that their private interests do not influence, or be seen to influence, their decisions or performance relating to the public duty.

**Definitions**

**“Actual Conflict”** means a real conflict between public duties and private interests;

**“Conflict of Interest”** means any Actual Conflict, Perceived Conflict or Potential Conflict, including but not limited to:

1. any financial interest in the      .......................................................................... (“the Subject”)   
   [*name subject in issue e.g. tenderers for XYZ contract*];
2. any immediate relatives or close friends with a financial interest in the Subject;
3. any personal bias or inclination which would in any way affect decisions made in relation to the Subject;
4. any personal obligation, allegiance or loyalty which would in any way affect decisions in relation to the Subject.

**“Perceived Conflict”** means a conflict where a third party could form the view that private interests could improperly influence a person’s public duties, now or in the future.

**“Potential Conflict”** means a conflict where a person’s private interests could conflict with their public duties in the future.

**Declaration**

I, .     ....................................................................................................[*insert full name*]

of      ............................................................................................[*insert business address*]

declare that:

□ I do not have any matters which may give rise to a Conflict of Interest.

**OR**

□ I have matters which may give rise to a Conflict of Interest, as set out below:

1. .     ..........................................................................................................................
2. ...........................................................................................................................
3. ...........................................................................................................................
4. ...........................................................................................................................
5. ...........................................................................................................................
6. ..........................................................................................................................

I undertake to make a further declaration as soon as practicable should any Conflict of Interest arise during the period in which I am required to perform a public duty. I agree to comply with any direction given in relation to the management of such Conflict of Interest, including abstaining from the making of any decision.

Signed .....................................................................

Dated      ......................................................................