



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 we will not be able to make an offer of employment to a job applicant or there may be some conditions for doing so.

Attached is an extract from our Policy which shows any restrictions or conditions to offers of employment 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 connected to (e.g. close friendships) 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. Are you, anyone in your household, any of your relatives or close friends currently a Committee Member at Rosehill or have been in the last 12 months?	

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 Co-operative Limited, and that this register can be viewed by members of the public on request.

Extract from Entitlements, Payments & Benefits Policy – Appendix A

Example	Can this be permitted?	Further action necessary before this will be permitted?
An offer of employment (temporary or permanent) to someone who is closely connected to a member of staff	Yes	<p>This is permitted as long as:</p> <ul style="list-style-type: none"> • There has been an open recruitment exercise in accordance with our policy that you have not played any part in and • You have no direct or indirect line management or supervision responsibility for the post and • The offer of employment complies with our policy and is approved by the Management Committee and • You record your connection to the successful applicant in the register within five days of their acceptance of the offer.
The offer of employment or contract for the provision of services (e.g. specialist advice) to someone who is, or has been in the last twelve months, a member of our Management Committee or to anyone who is related to a member of the Management Committee	No	This cannot be permitted.