



STAJAC

Scottish Tribunals & Administrative
Justice Advisory Committee

Register of Members' Interests Conflicts of Interest

You will not take part in activities which conflict with the interests of the committee and, in particular, you must not misuse your office, or any information acquired in the course of your membership, to further your private interests or those of others.

You will declare any personal or business interest which might be perceived to influence your judgement in performing your functions. If any such interest arises in relation to a matter under consideration by the committee, you will declare that interest at the relevant meeting for recording in the minutes. You will ensure that such interests are recorded in a register held and published by the Scottish Government.

You will not participate in any discussion or determination by the committee of a matter in which you have a relevant personal or business interest and will withdraw from any such discussion or determination if your interest is direct and pecuniary. If the matter under consideration gives rise to a potential conflict of interest you will inform the Scottish Government.



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Declaration of Interest

Name.....

Position

Description of Interest (see guidance notes)	Entry (please state NONE where applicable)
Remuneration	
Related Undertakings	
Contracts	
Houses, land and Buildings	
Shares and Securities	
Non-Financial Interests	

Signed

Date

NB This form should be completed with reference to the Guidance Notes (attached) .



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Declaration of interests – Guidance Notes

As a Member of the Scottish Tribunals and Administrative Justice Advisory Committee it is your responsibility to make sure that you are familiar with, and that your actions comply with, the Committee's statement of Working Practices.

In particular, the Chair and members will not have will not have any *unmanageable* or *inappropriate* conflicts of interest incompatible with their role on the Committee. All members will be required to register any relevant interest (a register of interests will be maintained and published), and members will be asked to declare any interest specific to the business under discussion at the beginning of any meeting.

Description of Interest

Category 1: Remuneration

You have a Registerable Interest where you receive remuneration by virtue of being:

- employed;
- self-employed;
- the holder of an office;
- a director of an undertaking;
- a partner in a firm; or
- undertaking a trade, profession or vocation or any other work.

In relation to the above, the amount of remuneration does not require to be registered and remuneration received as a Member does not have to be registered.

If a position is not remunerated it does not need to be registered under this category. However, unremunerated directorships may need to be registered under category two, "Related Undertakings".

If you receive any allowances in relation to membership of any organisation, the fact that you receive such an allowance must be registered.

When registering employment, you must give the name of the employer, the nature of its business, and the nature of the post held in the organisation.

When registering self-employment, you must provide the name and give details of the nature of the business. When registering an interest in a partnership, you must give the name of the partnership and the nature of its business.

Where you undertake a trade, profession or vocation, or any other work, the detail to be given is the nature of the work and its regularity. For example, if you write for a newspaper, you must give the name of the publication, and the frequency of articles for which you are paid.

When registering a directorship, it is necessary to provide the registered name of the undertaking in which the directorship is held and the nature of its business.

Registration of a pension is not required as this falls outside the scope of the category.



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Category 2: Related Undertakings

You must register any directorships held which are themselves not remunerated but where the company (or other undertaking) in question is a subsidiary of, or a parent of, a company (or other undertaking) in which you hold a remunerated directorship.

You must register the name of the subsidiary or parent company or other undertaking and the nature of its business, and its relationship to the company or other undertaking in which you are a director and from which you receive remuneration.

The situations to which the above paragraphs apply are as follows:

- you are a director of a board of an undertaking and receive remuneration
- declared under category one – and
- you are a director of a parent or subsidiary undertaking but do not receive remuneration in that capacity.

Category 3: Contracts

You have a registerable interest where you (or a firm in which you are a partner, or an undertaking in which you are a director or in which you have shares of a value as described in paragraph 4.19 below) have made a contract with the Scottish Government (which provides administrative support to STAJAC):

- (i) under which goods or services are to be provided, or works are to be executed; and
- (ii) which has not been fully discharged.

You must register a description of the contract, including its duration, but excluding the consideration.

Category 4: Houses, land and Buildings

You have a registerable interest where you own or have any other right or interest in houses, land and buildings, which may be significant to, of relevance to, or bear upon, the work and operation of the STAJAC.

The test to be applied when considering appropriateness of registration is to ask whether a member of the public acting reasonably might consider any interests in houses, land and buildings could potentially affect your responsibilities to STAJAC and to the public, or could influence your actions, speeches or decision making.

Category 5: Shares and Securities

You have a registerable interest where you have an interest in shares comprised in the share capital of a company or other body and the nominal value of the shares is:

- (i) greater than 1% of the issued share capital of the company or other body; or
- (ii) greater than £25,000.

Category 6: Non-Financial Interests

You may also have a registerable interest if you have non-financial interests which may be significant to, of relevance to, or bear upon, the work and operation of STAJAC. It is important that relevant interests such as membership or holding office in other public bodies, clubs, societies and organisations such as trades unions and voluntary organisations, are registered and described.