

Form 1 - Declaration of Relationship with External Contractor or Supplier

Employee's full name: _____
Payroll number: _____
Job title: _____
Department and section: _____

In accordance with the Council's Code of Conduct, I hereby declare my relationship (e.g. friend, relative, business associate) with an external contractor, sub-contractor or supplier as detailed below:

Name and address of external contractor/sub-contractor/supplier:

Nature of relationship:

How potential conflict of interest will be managed:

Employee signature: _____ Date: _____

This form should be sent to your Assistant Director
(or if you are an Assistant Director, to the Director)

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Assistant Director name: _____	Date received: _____
<input type="checkbox"/> Acknowledgement letter sent to employee	Date: _____
<input type="checkbox"/> Copy of form sent to HR for inclusion on personal file	Date: _____
<input type="checkbox"/> Copy of form sent to Corporate Procurement Officer	Date: _____
Assistant Director signature: _____	

Department to send a copy of this completed form to the HR via HR@hartlepool.gov.uk

