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| **Personal Relationships at Work Declaration Form** |

This form should be completed in accordance with the Personal Relationships at Work Policy and Procedure.

**Name of the staff member completing this form**

Please tick the appropriate box then complete the relevant form below.

1. Staff and Student (Existing or Past Personal Relationship)

2. Conflict of Interest

3. Line Manager and Direct Report (Existing or Past Personal Relationship)

PLEASE NOTE: For the purposes of this policy a personal relationship is defined as any one of the following, however this list is neither exhaustive nor exclusive:

1. A consensual intimate, romantic or sexual relationship which goes beyond the boundaries of a platonic or working relationship, which could be brief, long term or a one-off occurrence, or
2. A relationship with a family member or close family friend, or
3. A very close friendship, or
4. A relationship where there is financial dependence, or
5. A close business, financial or commercial relationship

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| 1. **Staff and Student (Existing or Past Personal Relationship)** |

***Part A:*** *To be completed by the staff member who has an existing or past relationship with a student who is joining the university.*

*This form should be returned to the Executive Director, Director, PVC, or Executive Dean and PVC\* and copied to the Head of People Operations in the People Directorate, to be stored confidentially on their personnel file.*

***\*Note: If the staff member declaring the relationship is an Executive Director, Director, PVC, or Executive Dean and PVC, they should declare the relationship and return the form to their immediate line manager.***

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| **Staff Member Details** | |
| **Name** |  |
| **Job Title** |  |
| **Faculty/ Directorate** |  |
| **Staff Member’s Line Manager** |  |
| **Staff Member’s Exec Director, Director, PVC, or Exec Dean and PVC** |  |
| **Student Details** | |
| **Student’s Name** |  |
| **School** |  |
| **Subject** |  |
| **Start Date** |  |
| **Nature of the Relationship**  *Please describe the nature of the relationship, noting the definitions of a personal relationship at the beginning of this form and as described at 1.5 in the Personal Relationships at Work policy.* | |
| **Nature of the Relationship** |  |
| **Existing or Past Relationship?** |  |
| **Date of Declaration** |  |

***Part B:*** *To be completed by the Executive Director, Director, PVC, or Executive Dean and PVC\* who is risk assessing the relationship.*

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| **Risk Assessment of the Staff/Student Relationship** | |
| **Name** |  |
| **Job Title** |  |
| **Faculty/Directorate** |  |
| **Outcome** | |
| **Is the declared relationship deemed acceptable?** | Yes/No *(delete as applicable)* |
| If no, briefly explain why, how this has been communicated to the staff member and any permanent or temporary adjustments that have been made to remove any conflict of interest arising from the relationship e.g. will the staff member be redeployed. | |
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| If the relationship is deemed acceptable, briefly explain why and how any risk will be mitigated. | |
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| Tick this box to confirm the decision has been communicated to the staff member by the DVC and Provost or COO: | |
| **Name of DVC and Provost or COO** |  |

***Part C:*** *To be completed by the staff member*

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| * I confirm I am in agreement with the above. * I understand the above information will be stored securely by the People Directorate and managed in compliance with data protection legislation. * I confirm I have read and understood the Personal Relationships at Work Policy and Procedure. | |
| **Name** |  |
| **Signed** |  |
| **Date** |  |

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| 1. **Conflict of Interest** |

***Part A:*** *To be completed by the staff member declaring a real or perceived conflict of interest arising from their personal relationship with another staff member or a third party.*

*This form should be returned confidentially to the staff member’s line manager or relevant individual e.g. the recruitment panel chair and copied to the Head of People Operations in the People Directorate.*

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| **Staff Member Details** | |
| **Staff Member’s Name** |  |
| **Job Title** |  |
| **Faculty/ Directorate** |  |
| **Staff Member’s Line Manager** |  |
| **Conflict of Interest** | |
| Please briefly describe the real or perceived conflict of interest arising from your personal relationship. Note that you are not required to declare details of the relationship, however you must declare the conflict of interest. | |
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| **Date of Declaration** |  |

***Part B:*** *To be completed by the line manager or relevant individual risk assessing the conflict of interest.*

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| **Risk Assessment of the Conflict of Interest** | |
| **Name** |  |
| **Job Title** |  |
| **Faculty/Directorate** |  |
| **Outcome** | |
| Briefly describe how the conflict of interest has been risk assessed, and any identified impact on the staff member’s work commitments or duties arising from the situation. Please confirm any permanent or temporary adjustments that have been made and how the outcome has been communicated to the staff member. | |
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| Tick this box to confirm the decision has been communicated to the staff member: | |

***Part C:*** *To be completed by the staff member*

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| * I confirm I am in agreement with the above. * I understand the above information will be stored securely by the People Directorate and managed in compliance with data protection legislation. * I confirm I have read and understood the Personal Relationships at Work Policy and Procedure. | |
| **Name** |  |
| **Signed** |  |
| **Date** |  |

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| 1. **Line Manager and Direct Report (Existing or Past Personal Relationship)** |

***Part A:*** *To be completed by the line manager who has an existing or past personal relationship with a member of staff who is reporting directly to them and returned to the Executive Director, Director, PVC, or Executive Dean and PVC\* and copied to the Head of People Operations in the People Directorate.*

***\*Note: If the staff member declaring the relationship is an Executive Director, Director, PVC, or Executive Dean and PVC, they should declare the relationship and return the form to their immediate line manager.***

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| **Line Managers Details** | |
| **Name** |  |
| **Job Title** |  |
| **Faculty/ Directorate** |  |
| **Line Manager’s Manager** |  |
| **Line Manager’s Exec Director, Director, PVC, or Exec Dean and PVC** |  |
| **Direct Report Details** | |
| **Name** |  |
| **Job Title** |  |
| **Faculty/Directorate** |  |
| **Nature of the Relationship**  *Please describe the nature of the relationship, noting the definitions of a personal relationship at the beginning of this form and as described at 1.6 in the Personal Relationships at Work policy.* | |
| **Nature of the Relationship** |  |
| **Date of Declaration** |  |

***Part B:*** *To be completed by the Executive Director, Director, PVC, or Executive Dean and PVC\*.*

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| **Name** |  |
| **Job Title** |  |
| **Faculty/Directorate** |  |
| Tick box to confirm you have informed the line manager that line management of their direct report whilst in a relationship with them is not permitted by the university according to the Personal Relationships at Work Policy and Procedure: | |
| Briefly summarise any action being taken by the staff member and/or the university to manage the situation *(note that the Exec Director, Director, PVC, or Exec Dean and PVC should seek guidance from the Head of People Operations in the People Directorate).* | |
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***Part C:*** *To be completed by the line manager*

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| * I confirm I am in agreement with the above. * I understand the above information will be stored securely by the People Directorate and managed in compliance with data protection legislation. * I confirm I have read and understood the Personal Relationships at Work Policy and Procedure. | |
| **Name** |  |
| **Signed** |  |
| **Date** |  |