

Declaration form for Commissioners’ and Committee members’ interests: Guidance notes

1. What do I need to do?

Please complete and return the attached form as requested in the covering email.

2. Why do we need this information

One of the *Seven Principles of Public Life,* re-iterated in the Commission’s [Governance Manual](https://www.equalityhumanrights.com/en/node/483), is the principle of integrity:

*“Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships"*

The [*Code of Conduct for Board Members of Public Bodies*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/409604/code-of-conduct_tcm6-38901.pdf)  requires us to hold publicly available registers of Commissioners' and Committee Members' interests that could potentially give rise to conflicts of interest. The register is both a management tool in mitigating the risk of conflicts of interest arising in the Commission's decision making and operations, and a means of ensuring transparency about our Board and Committee members' interests.

3. **How do we ensure the Register of Interests is up to date?**

An annual update reminder is issued by the secretaries of the Board and Committees, but it is **every individual Board or Committee Member's responsibility** to ensure that relevant amendments are brought promptly to the attention of their Chair and Corporate Governance Team.

4. **What do I need to declare as ‘interests’?**

Ask yourself:

* *“Does my involvement in this activity have a direct bearing on the business of the Commission?”*
* *“Would a fair-minded person think my involvement in this activity might influence my judgment?”*

If the answer to either or both is “yes” then declare it. If in doubt, it’s better to err on the side of caution and declare rather than not.

5. **What about interests that I've had in the past?**

You should exercise your judgement about declaring interests which have expired (for example when you ceased employment or have stepped down from a public appointment). If it is likely that a fair-minded person could reasonably think that your recent past interests could inappropriately influence your judgements relating to the business of the Commission, you should err on the side of caution and declare those too.

6. **How much detail should I provide?**

You need to provide enough information so that those reading the register have a reasonable sense of the nature of the activity and the level of your involvement in it. You do not need to provide salary or remuneration details.

7. **How are “close family members or associates” defined?**

By you, having in mind the nature of their interests. Ask yourself:

* *“Would a fair-minded person think my relationship (personal, familial or business) with this person might influence my judgment?”*

If the answer is “yes” then declare them. If in doubt, it’s better to err on the side of caution and declare rather than not. If you are concerned about disclosing sensitive information about third parties, then please discuss this with the corporate Governance team in the first instance.

8**. How will we handle and share the information you provide?**

Your completed declaration form and any related correspondence will be stored in a secure electronic filing system accessible only to the relevant Board or Committee secretariat team and its line management. In accordance with the Commission’s retention schedule for this type of information, it will be kept for the life of the Commission. It will be shared with EHRC Colleagues, the Government Equalities Office and relevant third parties (for instance the National Audit Office) on a need to know basis, for example for purposes of assuring the Commission’s approach to the management of conflicts of interest.

We will normally make current and (where held) past versions of registers available to external enquirers on request. Board members’ declarations will additionally be made publicly available on the Commission’s website while the member is in post.

Exceptionally, we may not disclose certain sensitive interests. In such cases the public register will state that the member has a relevant interest, but will withhold the details. This might be the case, for example, where a Commissioner or Committee member and the Commission's Chief Legal Officer consider that disclosure of the details of a sensitive interest could lead to the member, or a person connected to the member, being subject to violence or intimidation.

If you are concerned about the sensitivity of an interest, please contact the Corporate Governance Team or your Committee secretary in the first instance for advice.

9. **For further advice**

Rules and guidance for Board and Committee members on managing conflicts of interest are set out in full in the Commission’s [Governance Manual](https://www.equalityhumanrights.com/sites/default/files/governance_manual_v5_1_-_sections_1-5_0.docxGovernance%20Manual%20%20) (paras 4.44-4.89). For further advice, please contact the Corporate Governance Team or your Committee Secretary in the first instance.

Declaration form for Commissioners’ and Committee members’ interests

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| **Name** | **Marsali Craig** |
| **Role** | Scotland Committee Member |

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| **Part 1: Biography** |
| **Please provide concise (max 130 words) and objective biographical details** for publication on the Commission's website, and elsewhere. |
| Marsali has professional skills and experience as a local authority Social Worker and as a civil court Solicitor.  She has personal experience of working (and then not being able to work) as a disabled person and 10 years’ experience of travelling in her wheelchair.  Marsali sits on MACS (the Mobility and Accessibility Committee Scotland), which advises the Scottish Government about issues facing disabled people when travelling. She leads on UNCRPD questions and co leads on the Rail work stream.  Marsali was a member of the Scottish Council and then a Trustee and Director of the MS Society. She was a Director of North-East Sensory Services, a successful Aberdeen based charity supporting people with vision and hearing loss. Marsali sat on the Aberdeen City Children’s Panel for two terms and currently volunteers as an “expert patient” with the Faculty of Health and Social Care at Robert Gordon University Aberdeen. |

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| **Part 2: Relevant pecuniary interests** |
| **Please list your or close family members' or associates’ relevant pecuniary interests**. These might include:  a) any business interests (for example your employment, trade, profession, contracts, or any company with which they are associated);  b) any wider financial interests (for example trust funds, investments, and assets including land and property); and  c) sponsorship or payments for specific activities not covered in (a) or (b) (e.g.one-off speaking engagements, or study tours).  which may have a direct bearing on the business of the Commission, or which a fair minded person might reasonably think could influence your judgment. |
| None |

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| **Part 3: Relevant non - pecuniary interests** |
| **Please list your or close family members' or associates’ relevant non-pecuniary interests.** These might include membership or active involvement with any:  a) public bodies  b) political parties  c) campaigning groups  d) professional and trade bodies  e) charities and other voluntary and community sector bodies  which, even if not remunerated, may have a direct bearing on the business of the Commission, or which a fair minded person might reasonably think could influence your judgment. |
| Member of MACS (the Mobility and Accessibility Committee Scotland)  Member of MS Society and active involvement (former Director and  Scotland Council member) |

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| **Part 4: Gifts and hospitality** |
| **Please provide details of any gifts, hospitality or favours you have received that may be related to your membership of the Commission’s Board or Committees.**  a) You should include details of the person(s) or organisation(s) offering the gift, hospitality, or favour; the date offered; the purpose or object of the offer; and the reason why the gift, hospitality or favour was or was not accepted.  b) You do not normally need to include:  - hospitality received which is implicitly registered by the declarations of interest in Parts 1 and 2 (for example if you have declared that you are a director of a campaigning group, you do not need additionally to declare all gifts and hospitality received while working in that capacity);  - isolated gifts of a trivial character or inexpensive seasonal gifts (e.g. trade calendars) valued up to £25:00; and  - conventional hospitality associated with routine Commission business (for example refreshments provided during a meeting with stakeholders). |
| None |

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| **Part 5: Version control and updates [Officer Use Only]** |
| V2 Updated 8.5.18  This declaration was made by Marsali Craig on 8th May 2018. |

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| **Part 6: Other Information [NOT FOR PUBLICATION]** |
| **Please provide any other contextual information, including advice on whether any of the declarations above are sensitive and should not be published.** |
| None |