

**Hjaltland Housing Association Ltd**  
**Staff Register of Interest 2024-2025**

Staff Member	1	2	3	4	5	6	7	8	Date of submission
Bryan Leask	✓							✓	18/11/2024
Paul Leask	✓	✓							26/11/2024
Susan Gray	✓			✓					14/10/2024
Ian Bray									22/11/2024
Janice Thomason			✓						3/10/2024

<b>Category Description</b>	
<b>Category 1</b>	<ul style="list-style-type: none"> <li>• A significant interest in a company or supplier that we do business with (or are considering doing business with).</li> <li>• In receipt of financial benefit from a company or supplier who we do business with (or are considering doing business with)</li> <li>• Involved in the management of a company or supplier who we do business with (or are considering doing business with)</li> <li>• Involved in tendering for or the management of any goods or services to us.</li> </ul>
<b>Category 2</b>	<ul style="list-style-type: none"> <li>• Any proposed application for employment or committee membership involved with this declaration</li> <li>• Application to be a tenant or service user of the association or its subsidiary</li> <li>• Are you related to, or in a relationship with any Management Committee Member or Employee of the Association</li> </ul>
<b>Category 3</b>	<ul style="list-style-type: none"> <li>• Tenancy, occupancy, or ownership of property which received services from the Association or its subsidiary (by you or someone to whom you are closely connected).</li> <li>• Applying for a property adaptation or improvement by the association or its subsidiary</li> <li>• Ownership of land or property in our areas of operation excluding for the purpose of your own residential use (i.e., there is no requirement for you to declare any house in which you currently live)</li> </ul>
<b>Category 4</b>	<ul style="list-style-type: none"> <li>• Membership of a political, campaigning or any other body whose interests and/or activities may affect our work or activities</li> <li>• Membership of, or voluntary work for, a voluntary organisation operating within Shetland or that does or is likely to do business with us.</li> </ul>
<b>Category 5</b>	<ul style="list-style-type: none"> <li>• Attended an event to mark awards/achievements relevant to association business</li> <li>• Received or been offered a prize/gift from external sources including, tenants, contractors &amp; suppliers</li> <li>• Received a prize or an award from the association</li> <li>• Received a gift, decoration allowance or reward/payment from the association</li> </ul>
<b>Category 6</b>	<ul style="list-style-type: none"> <li>• Received hospitality associated with employment where value is below £60</li> <li>• Received hospitality associated with employment where value is above £60 (permission required)</li> <li>• Asked for fundraising donations from association contractors &amp; suppliers</li> </ul>
<b>Category 7</b>	<ul style="list-style-type: none"> <li>• Purchased an interest (whole or in part) in a property from the association (LCHO).</li> </ul>

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	<ul style="list-style-type: none"><li>• Offering to sell the association land or other assets.</li><li>• Any other interest that may conflict with Management committee / staff member responsibilities (see code of conduct)</li></ul>
<b>Category 8</b>	<ul style="list-style-type: none"><li>• In receipt of a benefit not listed above (other).</li><li>• Used an approved contractor/supplier with a value between £500 - £5000</li><li>• Used an approved contractor/supplier with a value greater than £5000.</li></ul>

Hard copies of the Declaration Forms are kept in the Chief Executive Office.