



Cork ETB Policy in respect of the completion of declarations by members of staff under the Ethics in Public Office Acts 1995 and 2001

Under the above legislation all designated members of staff are obliged to complete annual Statements of Interest for the purposes of Section 18 of the Ethics in Public Office Act 1995. The annual statements confirm whether or not designated employees have any disclosable interest which might affect them in the performance of their duties for Cork ETB.

The following is an extract from section 18 of the act, relevant to designated positions of employment.

“(1) In this section “relevant authority”, in relation to a person, who occupies or occupied a designated position in a public body, means such person or person as may stand determined for the time being by the Minister in relation to the position.

*(2) A person who occupies or occupied a designated position in a public body –
(a) shall, subject to Section 20 (3), in each year during any part of which he or she occupies or occupied the position, prepare and furnish to the relevant authority for the position a statement in writing of –*

- (i) the interests of the person, and*
- (ii) the interests of which he or she has actual knowledge of his or her spouse or a child of the person or of his or her spouse,*

During the appropriate period specified in section 20 (1) which could materially influence the person in or in relation to the performance of the functions of the position by reason of the fact that such performance could so affect those interests as to confer on or withhold from the person or the spouse a substantial benefit.”

Cork ETB has determined that the following are the designated staff members obliged to complete the declaration on an annual basis.

- Chief Executive;
- Director of Further Education and Training;
- Director of Schools;
- Directors of Organisational Support and Development;
- Assistant Principal Officers;
- Administrative Staff at Grade VII;
- School/College Principals and Deputy Principals;
- Adult Education Officers and Youth Officers;
- All Education and Training Centre Managers (Incl. Youthreach, OEC, Literacy)
- FET Co-ordinators;
- Procurement Officers (employed in Procurement units in Lavitt’s Quay and Cork Training Centre)

The Regulations set out the circumstances in which interests must be declared – see page 8 to 11 of the Disclosure Statement (copy attached). The statement is not an inventory of all such interests, but only those which meet the conditions outlined in the legislation, i.e. **where there could be a conflict of interest between interests relating to their position with Cork ETB and other interests.**

The following are the areas under which declarations should be made, if applicable:

- *Occupational Income etc*
- *Shares etc*
- *Directorships*
- *Land (excluding Private Home)*
- *Travel, Accommodation, Meals etc*
- *Other Remunerated positions*
- *Public Service Contracts*
- *Gifts, Property and Services*
- *Other Interests*

Statements of Interest

1. Disclosure Statement:

If designated staff members have interests which must be declared, they need to complete the Statement of Interests form.

2. Nil Statement:

Where designated staff members consider that they have no interests which could have a material influence on the performance of their functions as a members of staff of Cork ETB, a statement is not legally required. However, it is Cork ETB policy that designated staff members should provide a “Nil Statement”.

Standards in Public Office Commission

Advice on this matter is available from the Standards in Public Office Commission. The officers of the Commission can be contacted via the Commission’s website: www.sipo.gov.ie and email address: sipo@sipo.gov.ie.



T. OWENS,
Chief Executive.

18th May, 2017