



Note for Guidance of Members on the Disclosure of Financial Information

Prudent management requires Wick Harbour Authority to be subject to the direction and management of a board that is fit for purpose. In addition, individual board members should also be 'fit and proper' persons. Suitability will be determined with regard to an individual's competence, probity, soundness of judgment, personal reputation and character, and diligence. It will also be determined by whether membership of an individual would or does pose a threat to the interest of the whole including all the stakeholders of Wick Harbour Authority.

Pursuant to this, we require all candidates short listed for board appointments to complete a screening questionnaire disclosing their interests and answering other questions about their fitness to serve. Please refer to annexure A for declaration of interests screening questionnaire.

One of the commonest complaints levelled at members of trust port boards and their executives by members of the public is that they are not acting in an independent and impartial manner. As such, should a candidate be short listed, the candidate must be able to demonstrate an ability to act in an independent manner in the interest of Wick Harbour Authority.

Please also note that in the course of board business it is possible that a member's declared interest may present a conflict with the matter under discussion. In these circumstances, board members must declare such conflicts of interest either before or at the board meeting in advance of any discussion of the item concerned, and must offer to withdraw. The chairperson, in consultation with the board, will decide whether or not a conflict does arise, and if it does, will ask the member to withdraw from the meeting for the duration of the item, or invite them to stay if they can contribute on a factual basis only. The fact that a member has declared an interest and the way in which this is handled should be recorded in the minutes.



ANNEXURE A

WICK HARBOUR AUTHORITY

DETAILED DECLARATION OF INTERESTS

Note: Any separate sheets providing further information must be signed and dated.

Personal Details

Name:

Date of Birth:

Private address:

Business address:

Telephone:

Have you changed your name? If so, give details:

Other Relevant Information

Any appointee to the Authority could find that matters or incidents which previously attracted no attention could become matters of public interest once the person concerned holds public office.

If the answer to any of the following questions is "yes" please provide details.

Have you:

- ever been convicted of any offence (other than minor motoring) which is not spent in accordance with the Rehabilitation of Offenders Act 1974?
- ever previously been dismissed from any trust port board?
- any charges outstanding?
- become bankrupt in the past ten years?
- been dismissed from any office or employment in the past ten years?
- ever been disqualified from either acting as a company director or in the management of a company?
- ever been a director, partner or manager of a company which has gone into liquidation, receivership or administration?

Are there any other relevant facts to declare which you feel might be raised in public in future in relation to your suitability to hold the appointment for which you are being considered, for example because they could be presented as a conflict of interest?



Other Business Interests

Current employment details:

Please state whether there are any companies, partnerships, or other organisations:

- in which you or members of your family or close associates have shares or securities with a nominal value of more than 1/100th of the total issued share capital;
- of which you are or have been a director or partner in the last 10 years;
- of which you own more than 50% whether or not you are a director or partner.

If the answer to any of the above questions is yes, please give details:

Other Appointments

Have you any other current public appointments paid or unpaid? Please give details:

Other Memberships

Have you any past or present memberships of another trust, company or local authority port board? If so, please state periods of membership.

Other Interests

Are you a member of any political party, club or closed society (such as the Freemasons)? Please give details:



Do any of your close family or associates have pecuniary or non-pecuniary interests which relate closely, or could be construed as relating closely, to the Wick Harbour Authority's activities? If yes please provide details:

Declaration

You are required to notify the Board of Wick Harbour Authority of any other information that you consider relevant to your post as a Board member. For example you must declare any associations, convictions, bankruptcies or other appointments which might lead to allegations of a conflict of interest and to report any significant change in the future to the information provided here.

I certify that the information given above is complete and correct to the best of my knowledge.

I also certify that I will inform the Chairman immediately of any change of circumstances which would result in a "yes" answer being given to any of the above questions if they were put to me.

Where the Chairman is to sign, substitute "Vice Chairman" for "Chairman" in the above statement.

Signed:

Name:

Date: