



Session will expire in **29:19** minutes



Non-HE Employees

Highways England Company Limited Declaration

(for use by individuals with non-employment contract status)

Purpose

This form asks you to provide information in respect of actual, potential or perceived conflicts of interest in alignment with the requirements of the Companies Act 2006, the Articles of the Company, Managing Public Money, the Framework Document, the Company's obligation to follow UK Corporate Governance Code and public sector governance code principles and policies, requirements in respect of accounting and other disclosures and the Company's own policies including in regard to procurement and transparency.

The fact that you have an actual, potential or perceived conflict of interest is not necessarily a barrier to your involvement as an employee in a particular decision. The nature of action taken, when handling conflicts of interest, will depend on a number of factors. Please see the [Conflicts of Interest Policy and Guidance](#) for further information.

THE INFORMATION IS USED FOR HIGHWAYS ENGLAND AND STATUTORY RECORDS, PLEASE ADVISE ANY SUBSEQUENT CHANGES



1. PERSONAL DETAILS

Present surname
and any former surname(s):



Present forename(s)
and any former forename(s):



Landline Number:



Mobile Number:
(HE restricted use only):



Role/service provided:



2. DIRECTORSHIPS

Are you a director or a "shadow director"¹ of any company? **YES or NO**



3. OTHER BUSINESS INTERESTS

Are you a partner, employee or a consultant (paid or otherwise) in any business? **YES or NO**



Do you have a direct shareholding in any Company in the sector in which Highways England operates? **YES or NO**



Have you held any fiduciary office or position of trust (paid or otherwise) in the last 10 years? Include public and any political offices. **YES or NO**



4. VOLUNTARY WORK

Are you actively² involved in or a member of any professional bodies, charities, special interest or political groups in the sector which Highways England operates? **YES or NO.**



5. OTHER

Are there any other matters which you, or a reasonable member of the public might perceive that Highways England should be aware of which might impact on your provision of services to/role in Highways England or the reputation of Highways England? **YES or NO**



Are there any matters or relevant interests, (including significant interests of close members³ of your family) which might influence your judgement, deliberation or action in providing services to/your role in Highways England or be perceived by a reasonable member of the public as doing so? **YES/NO**



6. CONNECTED PERSONS

Please confirm below that, in relation to the questions contained in sections 3, 4 and 5 above, no additional information would need disclosure in relation to any connected person.

I confirm that no additional information requires disclosure.



I have provided additional information above.



By submitting this form, you declare that to the best of your knowledge and belief (having taken all reasonable care to ensure that such is the case) the answers to all of the above questions are true and not misleading.

¹ "shadow director" means a person in accordance with whose instructions the directors of the company are accustomed to act. If you are a director or a shadow director of a company and, as a consequence are also a director or shadow director of several subsidiaries, a general description of the subsidiaries will suffice.

² "active" would be involvement in initiatives, participation in organising events and other activities which would be considered an "active" membership. Inert membership would include professional or student membership where no involvement other than payment for membership takes place.

³ Close members means a) an individual's domestic partner and children b) children of an individual's domestic partner c) dependents of an individual or an independent's domestic partner.