# Annex 1 - Declaration of interest form

Official - Sensitive   
(only when not a nil return)

**National Highways Limited Declaration of Interest Form  
(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 line with the Public Contracts Regulations 2015, the Concession Contract Regulations 2016 and Highway England’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 in a particular decision. The nature of action taken, when handling conflicts of interest, will depend on a number of factors which will be considered by National Highways and the decision of National Highways will be final.

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| --- | --- |
| 1. **Personal details (for National Highways and statutory records, please advise any subsequent changes)** | |
| 1. Role/service provided |  |
| 1. Present surname and any former surname(s) |  |
| 1. Present forename(s) and any former forename(s) |  |
| 1. Phone Numbers a) landline b) mobile (National Highways restricted use only) |  |
| 1. Date form completed |  |
| 1. **Directorships** | |
| Are you a director or a "shadow director" of any company? YES/NO | If YES, please provide the names of the companies, business sector, and date you became a director. |

“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.

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| 1. **Other business interests** |  |
| Are you a partner, employee or a consultant (paid or otherwise) in any business? YES/NO | If YES state the names and give the nature of the businesses where this is not indicated in the title and the nature and start date of your involvement with each partnership, employment or consultancy. |
| Have you held any fiduciary office or position of trust (paid or otherwise) in the last 10 years? YES/NO Include public and any political offices. | If YES please give details and if you no longer hold the position, describe the circumstances in which you ceased to do so. |
| Do you have a direct shareholding in any company in the sector in which National Highways operates? YES/NO | I hold the following shares/I do not hold any shares in the sector in which National Highways operates. |
| 1. **Voluntary work** | |
| Are you involved in or a member of any professional bodies, charities, special interest or political groups in the sector which National Highways operates? YES/NO. | If YES provide details. |
| 1. **Other** | |
| Are there any other matters which you, or a reasonable member of the public might perceive that National Highways should be aware of which might impact on your role as a consultant to National Highways or the reputation of National Highways? YES/NO | If YES provide details. |
|  | |
| Are there any matters or relevant interests, (including significant interests of close [[1]](#endnote-1)2 members of your family) which might influence your judgement, deliberation or action in providing services to/your role in National Highways or be perceived by a reasonable member of the public as doing so? YES/NO  Please include information on any directorships and business interests in respect of close members 2 of your family in respect of the sphere in which National Highways operates. | If YES provide details. |
| 1. **Connected persons** | |
| Please confirm (in the box to the right) that, in relation to the questions contained in sections 3, 4, 6, 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. |

2 Close members means a) an individual’s domestic partner and children b) children of individuals domestic partner c) or independents domestic partners, d) parents and in-laws and e) siblings.

**Declaration**

1. I declare that to the best of my 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.
2. I shall not communicate to any person, firm, company or other legal entity other than National Highways employees or consultants engaged by or on behalf of National Highways in connection with the same matter any commercially sensitive or confidential information in connection with my work at National Highways (unless National Highways grants permission in writing to share commercially sensitive or confidential information with such person, firm, company or other legal entity).
3. During and for a period of 12 months following the expiry of my appointment to work for National Highways, I shall not seek to obtain any commercial advantage for myself, my employer or any connected persons, or personal advantage, from my work at National Highways.
4. During and for a period of 12 months following the expiry of my appointment to work for National Highways, I shall not assist my employer, any organisation connected with my employer, or any other organisation or person in tendering for any contract opportunity with National Highways that I have worked on in my capacity as a consultant to National Highways.
5. I shall not pay, give, receive or offer to pay, give, receive any sum of money or other consideration directly or indirectly to any person whatsoever for any act described in paragraphs 2, 3 and 4 above. If any offer is made to me to breach this declaration, I shall report it immediately to National Highways.
6. All documentation that I have access to in my role as a consultant to National Highways shall be made available to National Highways to form part of any relevant tender information pack. Any information that may give me, my employer or a third party any advantage in a tender process shall be returned to National Highways.
7. I understand that I may only be involved in the evaluation of a tender for National Highways where expressly sanctioned in writing by National Highways. I understand that I will not be involved in the process for agreeing any extension to my contract or the contract of any consultant who shares with me the same employer.
8. I understand that I am not to be involved in looking at the route to market for any contract, project or task for which I or my employer may wish to tender and not to be involved in the assessment of resources being proposed for such contract, project or task. I agree to remove myself from any discussions relating to the procurement route for any contract, project or task for which I or my employer may wish to tender and I agree not to discuss these matters with my employer or with the team responsible for managing the contract, project or task in my firm.
9. Should any of the information on this declaration change or should I become aware of a potential, perceived or actual conflict of interest I will immediately contact National Highways to inform them and will take all reasonable steps to mitigate or remove the potential, perceived or actual conflict of interest.
10. I understand that if I do not comply with the statements in this declaration I may prejudice my employers ability to participate in tendering for contract opportunities with National Highways, I may have my contract with National Highways terminated and could face legal action.
11. I confirm that I have read and understood the requirements related to conflicts of interest in the contract between my employer and National Highways for the provision of the services.

**For National Highways’ use only -** Only applicable when involved in the tendering process

Acceptance/ Non-acceptance

I have considered the impact on the assessment and the risks to the National Highways objectives.

I am willing to accept this supplier for this assessment as a result of this consideration**.**

I am not willing to accept this supplier for this assessment as a result of this consideration**.**

Please record reasoning for decision:

**Signed: .............................................................**

**Name in Block Capitals: .............................................................**

**Post and Grade: [[2]](#footnote-1)**

1. : [↑](#endnote-ref-1)
2. This section of the agreement must be countersigned by PB8 SSD, or if one not available a PB8 PLT Member.

   **Registered office Bridge House, 1 Walnut Close, Guildford. National Highways Limited registered in England and Wales number 09357363** [↑](#footnote-ref-1)