

JERSEY APPOINTMENTS COMMISSION

RECRUITMENT CODE

CONFLICT OF INTEREST RECORD	
Name of Panel Chair	
Post Title	
Stage of recruitment process	
DETAILS OF CONFLICT	
Name of Panel Member	
Name of Candidate	
Nature of conflict	
Measures taken to mitigate the conflict	
Date	
Signature of Chairman	

Conflicts of Interest

A conflict of interest can occur if a panel member has a relationship to a candidate or a vested interest in the recruitment outcome. In addition a candidate may have interests that conflict with the role under appointment. In either case a conflict of interest undeclared may impact on the integrity of the appointment decision.

In the case of the panel members interests, the Chair must ask the panel to declare any conflicts of interest and circulate this record to other panel members in advance of the interview. The Chair should then assess and record the impact of the relationship on the recruitment process and, if a conflict exists, what action is taken to mitigate the potential conflict.

This Record is to be retained with the recruitment record.

Any indication of a conflict of interest relating to a candidate should be explored before an appointment is offered.

In relation to conflicts of interest, the examples below are not intended to be exhaustive and apply equally to Ppanel members and candidates:-

Financial interests or share ownership of the panel member or applicant or close family member that might be in conflict with the scope of the role;

A present or past business or personal association or relationship, whether of warmth or antipathy, with those affected or likely to be affected;

An expectation of a future interest (for example, future employment);

Candidates who are actively sought from within a field of expertise in which the public body works. Such a connection does not preclude an appointment, but it might well be perceived by the public as a conflict of interest and will need to be handled sensitively;

Membership of societies. In some instances, such membership may be cited as creating an obvious conflict, but it must not be an automatic bar to appointment. It must be established whether there is a genuine conflict and whether it would hamper the individual in carrying out the requirements of the post.

This Code applies to conflicts of interest only where an independent third party might reasonably take the view that there is a real risk that the impartiality of the individual's judgement or course of action might be affected by the conflicting interest.

Such relationships should not automatically preclude involvement in a selection process or appointment, but care should be taken in a situation that might create an actual or perceived conflict of interest.

Data Protection

The data collected on this form will only be used for the purpose of this appointment process. It will not be disclosed to any other "third party" unless required by statute or by obtaining express approval.