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| **DISCLOSURE OF INTIMATE RELATIONSHIP BETWEEN STAFF - RISK ASSESSMENT** |
| **Guidance** |
| This form should be used to assess and record any real or perceived conflict of interest when a staff member discloses that they are, or have been, intimately involved with a current or incoming member of staff. Once completed the form should be emailed to your local HR Advisor and a copy should be sent to each member of staff.  If you require this document in an alternative format please contact HR via email [UHRS@ed.ac.uk](mailto:UHRS@ed.ac.uk) or by telephone on 0131 650 8127. <https://www.ed.ac.uk/information-services/help-consultancy/accessibility/creating-materials/altformatintro> |
| **Section 1: Staff Details** |

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| Staff Name: |  | | | | Staff Number: | |  | |
| College/Professional Services Group: |  | | | | School/Centre/Service Department/Research Group: | |  | |
| Job Title: |  | | | | Date of disclosure (dd/mm/yyyy): | |  | |
| **Section 2: Relationship details** | | | | | | | | |
| In a relationship with (Insert Staff Name): | |  | | Staff Number: | | | |  |
| College/Professional Services Group: | |  | | School/Centre/Service Department/Research Group: | | | |  |
| Job Title: | |  | | Line management / Supervisory connection: | | | |  |
| Other members of Department / Research Group (if applicable): | | | |  | | | | |
| Assessment undertaken by: | |  | | Date of assessment (dd/mm/yyyy): | | | |  |
| **Section 3: Assessment** | | |  |  | |  | | |
| **Conflict of Interest Assessment**  **Is/will the staff member be directly involved in:** | | | **Yes** | **No** | | **If ‘Yes’ , detail the measures which will be put in place to remove the conflict & protect both parties; by whom and when** | | |
| * Recruitment / selection of staff member? | | |  |  | |  | | |
| * Promotion / Reward / other recognition recommendations? | | |  |  | |  | | |
| * Annual Review? | | |  |  | |  | | |
| * Delegation / allocation of work? | | |  |  | |  | | |
| * Approval of travel / attendance at conferences /expenses etc? | | |  |  | |  | | |
| * Performance management? | | |  |  | |  | | |
| * Accompaniment at formal meetings? (e.g. grievance, flexible working) | | |  |  | |  | | |
| * Any other management / supervisory activity? | | |  |  | |  | | |
| **Section 4: Any other relevant information:** | | | | | | | | |
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