

## Managers Guidance on Handling a Disclosure Between Members of Staff - Personal Relationship Policy

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Action	Supporting information
<b>Familiarise yourself with the Personal Relationship Policy</b>	<p>The <a href="#">Personal Relationship Policy</a> must be read in conjunction with this guidance.</p> <p>For guidance on handling a disclosure between a member of staff and student please refer to the <a href="#">Guidance on Handling a Disclosure Between Staff and Student</a>.</p>
<b>Definition of a Personal Relationship</b>	<p>A personal relationship, as defined in section 3 of the policy, is a consensual intimate relationship including but not limited to marital, life partner, sexual and/or romantic partner which goes beyond the bounds of a platonic or work relationship. The relationship may be an in person or online relationship. This includes a brief or one-off occurrence as the relationship may lead to real or perceived conflicts of interest, or misuse of power and authority.</p> <p>For all other types of relationships, e.g. familial, business/commercial/financial, staff should refer and adhere to the University's <a href="#">Conflict of Interest Policy</a></p>
<b>Receiving a Disclosure</b>	<p>A member of staff must disclose, using the <a href="#">Personal Relationship Disclosure Form</a>, if they are in, or have been in a personal relationship with an incoming/current member of staff who they will have a line management, or supervisory connection.</p> <p>The completed form must be sent in good time i.e. prior to the incoming member of staff starting or soon after a personal relationship with a current member of staff occurs.</p> <p>On receiving a completed form, you must deal with the disclosure in a timely, sensitive and confidential manner.</p>
<b>Assessing the Disclosure</b>	<p>You must assess the supervisory/line management connection and any other professional relationship between the parties.</p> <p>You may be required to discuss and disclose the relationship with a senior manager, and potentially other colleagues. You must make both parties aware of the need to involve others in assessing the situation and to disclose the nature of the relationship between the two staff members.</p> <p>Section 4 of the <a href="#">Personal Relationship Disclosure Form</a> provides some key questions to consider when carrying out your assessment and section 4 of the form should be completed accordingly.</p>

<p><b>If there is no Conflict of Interest Identified</b></p>	<p>After you have completed an assessment of the disclosure made, if there is no conflict of interest identified, you must complete the Personal Relationships Disclosure Form and provide a copy to the staff member.</p> <p>A service request should be raised using the category “Conflict of Interest” and the form should be attached, clearly detailing the individual’s employee number. The Service Request will go straight to the HR Helpline Team and will be dealt with in a confidential and sensitive manner. The HR Helpline team will save a copy of the form on the individuals employee file under the restricted casework section.</p>
<p><b>Addressing An Identified Conflict of Interest</b></p>	<p>If you identify a conflict of interest as a result of the disclosure you will need to identify where alternative arrangements need to be put in place. Examples of where alternative arrangements may be required are as follows:</p> <ul style="list-style-type: none"> <li>• work allocation and supervision</li> <li>• performance management and annual reviews</li> <li>• participation in selection and recognition processes including promotion, contribution awards</li> <li>• the general management of the staff member’s contract of employment or other contractual relationship with the University.</li> </ul> <p>If the professional relationship is very close, i.e. one party directly line manages the other, you will need to re-arrange reporting lines and must seek advice from your local HR Partner to ensure this is managed fairly and without bias.</p> <p>If reporting lines are to be re-arranged, it may be necessary to inform other staff members of the relationship. You must discuss and agree with the two parties, involved in the personal relationship, how the arrangements are to be explained to other staff.</p> <p>Section 4 of the Personal Relationship Disclosure form should be completed detailing the measures which will be put in place to remove the conflict &amp; protect both parties; by whom and when.</p> <p>A service request should be raised using the category “Conflict of Interest” and the form should be attached, clearly detailing the individual’s employee number. The Service Request will go straight to the HR Helpline Team and will be dealt with in a confidential and sensitive manner. The HR Helpline team will save a copy of the form on the individuals employee file under the restricted casework section.</p>

<p><b>Unsure if a Conflict of Interest Exists</b></p>	<p>If you are in any doubt about there being a conflict of interest and/or need to consult with other staff, the member of staff must be asked to take no part in any activity related to the other member of staff's employment until a firm decision is reached.</p>
<p><b>Receiving confirmation that the Personal Relationship has ended or there has been a change in circumstances</b></p>	<p>The staff member must confirm that a personal relationship has ended or there has been a change in circumstances in writing by completing section 5 of the original <a href="#">personal relationship disclosure form</a> that was submitted.</p> <p>You must meet, separately, with each staff member. This is in order to confirm matters and to assess what if anything needs to be put in place to continue to protect the interests of both parties.</p> <p>You must complete Section 6 of the form confirming any measures that have been put in place or action taken as a result of the disclosed change and confirm these have been communicated to the staff members.</p> <p>A service request should be raised using the category "Conflict of Interest" and the form should be attached, clearly detailing the individual's employee number. The Service Request will go straight to the HR Helpline Team and will be dealt with in a confidential and sensitive manner. The HR Helpline team will save a copy of the form on the individuals employee file under the restricted casework section.</p>
<p><b>Recording &amp; Maintaining Disclosure Information</b></p>	<p>You must make and keep a written note of any disclosures and all actions and decisions taken and provide copies to the staff members. The <a href="#">Personal Relationship Disclosure Form</a> allows for this information to be captured and recorded.</p> <p>The completed form should be sent via a service request. A service request should be raised using the category "Conflict of Interest" and the individuals employee number should be clearly detailed. The service request will go straight to the HR Helpline Team and will be dealt with in a confidential and sensitive manner.</p> <p>The HR Helpline team will save a copy of the form on the individuals employee file under the restricted casework section of the file.</p>
<p><b>Regular Review</b></p>	<p>It is important that you put in place a system to ensure any new arrangements are regularly reviewed and take action if required.</p>

<p><b>Additional Support &amp; Resources</b></p>	<p>Further support, information and resources are:</p> <p><a href="#">Children and Protected Adults policy</a>  <a href="#">Conflict of Interest policy</a>  <a href="#">Dignity and Respect policy;</a>  <a href="#">Disciplinary procedure</a></p>
<p><b>Be aware of Data protection and Subject Access Request requirements</b></p>	<p>Information relating to a disclosure should be held in line with the University's <a href="#">Retention Schedule</a>.</p> <p>Remember that any individual may make a subject access request to see data about a disclosure which relates to them, and which will include any emails between you and HR and anyone else you correspond with about the disclosure. Therefore, you must be prepared that any of your correspondence may be seen by both individuals in the personal relationship.</p>