

# Updating Your Declarations

## Interests and Gifts

May 2021

[carmarthenshire.gov.wales](http://carmarthenshire.gov.wales)

Cyngor **Sir Gâr**  
**Carmarthenshire**  
County Council



# Introduction

As an employee of the Authority, every year you are required to declare whether you have a conflict of interest or **not**. An interest also includes additional work carried out (paid or unpaid) outside of your employment with the Council. You are required to have prior permission to engage in this outside activity (paid or unpaid) by submitting a Declaration of Interest form to your line manager.

**To ensure that the Council and its employees comply with the [Officer Code of Conduct](#) and is seen to be open and transparent, you must declare:**

Any non-financial or financial interests that you consider could bring about conflict with the Council's interests, and Membership of any organisation, not open to the public without formal membership and commitment of allegiance and which has secrecy about rules or membership or conduct.

## [Personal Interests](#)

## [Gifts and Hospitality](#)

We are all personally responsible for ensuring we positively promote positive employee relations, challenge inappropriate behaviour and uphold the principles set out in the [Employee Code of Conduct \(.pdf\)](#), [the Equality and Diversity policy](#), [Behavioural Standards in the Workplace guidance \(.pdf\)](#) and the [Care Council for Wales, Code of Professional Practise for Social Care. Personal Associations Policy \(.pdf\)](#)

Acceptable behaviour in the workplace is behaviour that demonstrates our core values. This is an essential feature in ensuring employees fulfil their individual roles and responsibilities when developing and delivering our services. The Authority expects that all employees strive towards achieving its core values.

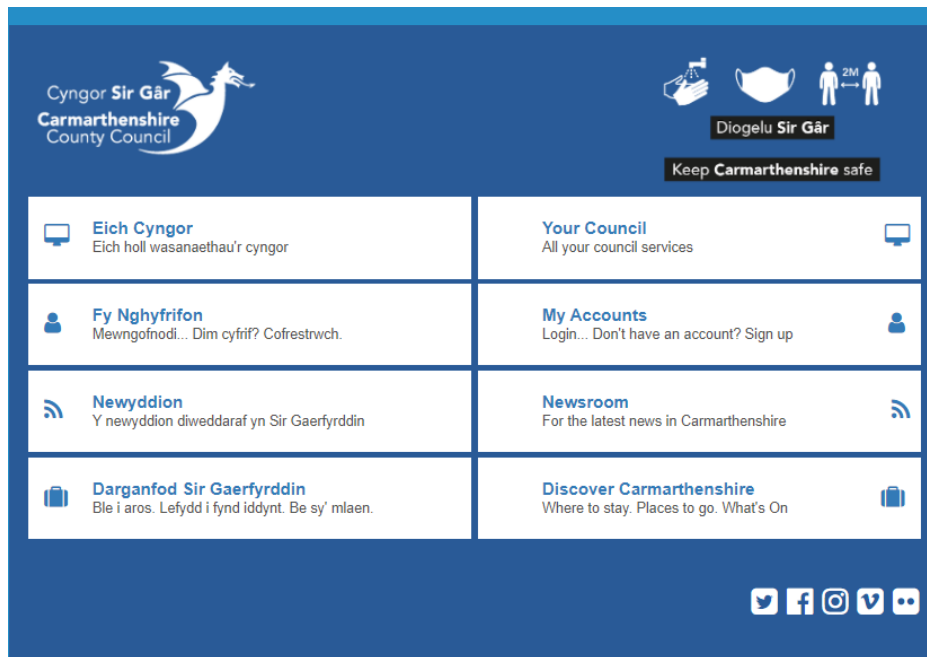
In accepting and embracing cultural diversity all staff must work sensitively but not lose sight of the individual's perception of unacceptable behaviour.

# Accessing MyView

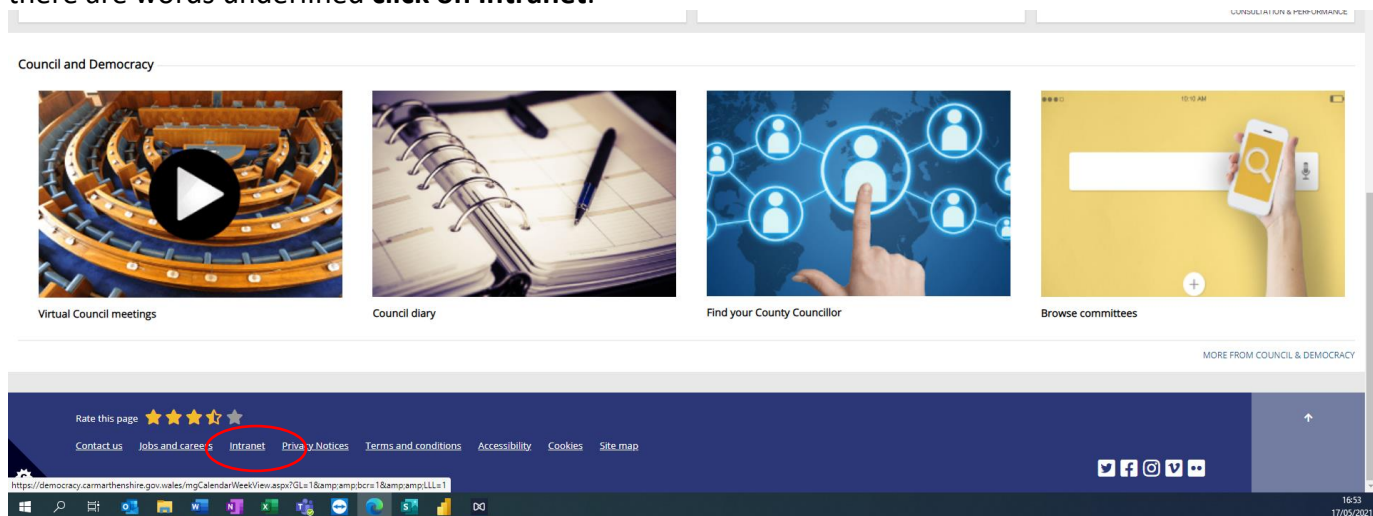
We recommend using the **Google Chrome/Microsoft Edge** browsers to access MyView Dashboard, if you do not have this browser installed on your PC then Safari, Internet Explorer and Firefox can also be used. To access the Login page please click on the link below or type it exactly into your browser bar.

<https://resourcelink.carmarthenshire.gov.uk/dashboard/dashboard-ui/index.html#/index/main>

Alternatively, you can access the Carmarthenshire website at [www.carmarthenshire.gov.wales](http://www.carmarthenshire.gov.wales), and **select Your Council**.



**Scroll** to the bottom of the screen until you see the stars for rate this page. Underneath there are words underlined **click on Intranet**.

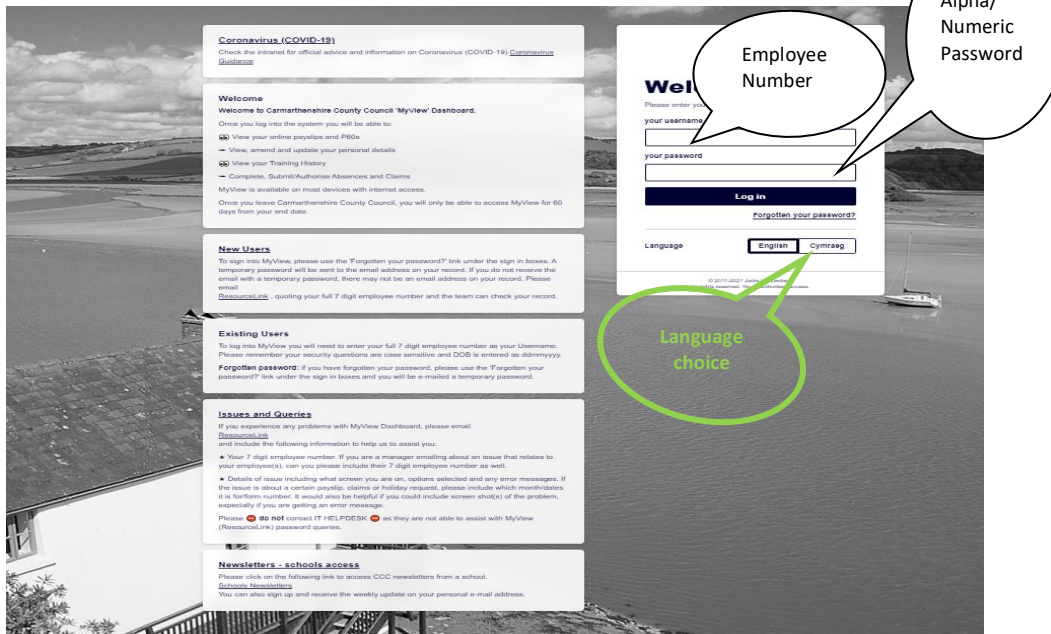


On the next screen “Our People” **click on MyView** which is second in the list and the login screen will appear.

	
<b>Mewnwyd</b> Gwethio i ni	<b>Intranet</b> Working for us
<b>MyView</b> Mewngofnodi i MyView	<b>MyView</b> Login to MyView
<b>Hwb</b> Gwybodaeth i athrawon a staff yr ysgol	<b>Hwb</b> Information for teachers and school staff
<b>Fy Mhensiwn</b> Eich pensiwn arlein	<b>My Pension</b> Your pension online
<b>Gwefan y Cyngor</b> www.sigar.llyw.cymru	<b>Council Website</b> www.carmarthenshire.gov.wales



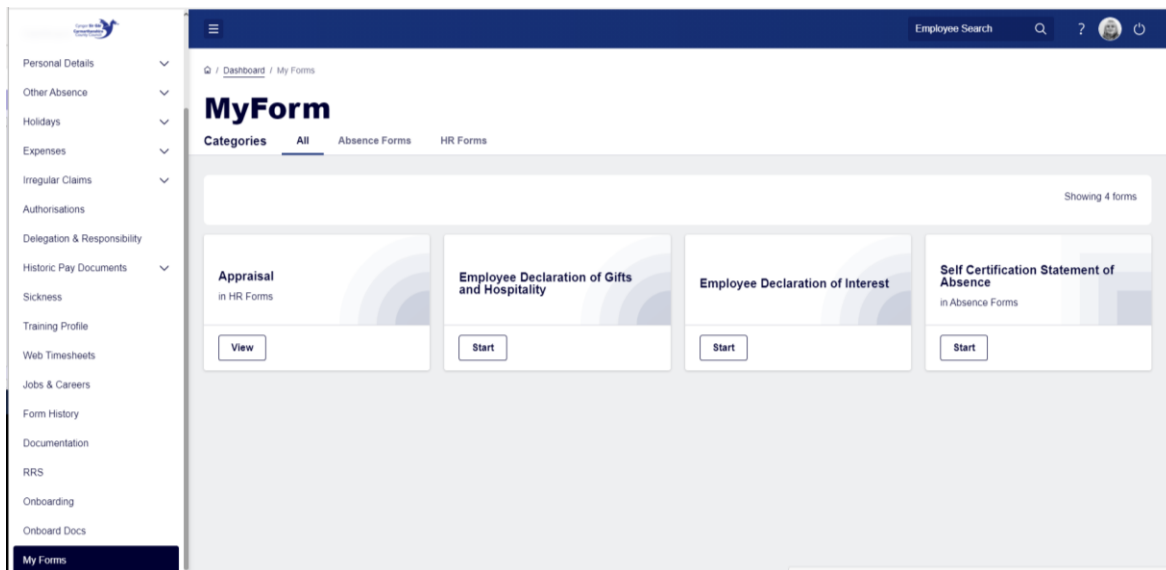
Login to MyView, If you have difficulty with your password, click forgotten password or email [Resourcelink@carmarthenshire.gov.uk](mailto:Resourcelink@carmarthenshire.gov.uk) .



The screenshot shows the MyView login interface. On the left is a sidebar with various links and information. The main content area contains a login form with fields for 'your username' and 'your password', a 'Log in' button, and a 'Forgotten your password?' link. Below the form are language selection buttons for 'English' and 'Cymraeg'. Callouts highlight the 'Employee Number' requirement for the username, the 'Alpha/Numeric Password' requirement for the password, and the 'Language choice' options.

Login to MyView, If you have difficulty with your password, click forgotten password or email [Resourcelink@carmarthenshire.gov.uk](mailto:Resourcelink@carmarthenshire.gov.uk) .

Once you have signed into the system your Dashboard will display, from the menu on the left hand side of the screen, select **MyForms** or **MyForms - Declarations**.



In the widget “**Employee Declaration of Interest**” click **Start** and complete the form with your details, once completed click **SUBMIT**. Clicking save will not update your account but it will save the form into your **In Progress** widget on your Dashboard which you can do if you need to get advice from your manager before completing the form and submitting it.

 A screenshot of the 'Employee Declaration of Interest' form. The form is titled 'Employee Declaration of Interest' and includes a brief introduction: 'All new employees must complete this form by the end of your first week in your new job and then as required, to notify their Service Director of any interests which need to be declared. If you are unsure whether or not to declare, seek advice and/or make the declaration and discuss it with your line manager and/or Head of Service. The form will also need to be updated and resubmitted electronically every 12 months, even for nil returns.' The form is divided into two main sections: 'Personal Details' and 'Declaration'. The 'Personal Details' section includes fields for Name, Employee Number, Post Held, Department, and Division. The 'Declaration' section contains several dropdown menus for the following questions: 'Do any members of your family work for or are Elected Members of Carmarthenshire County Council?', 'Do you have any other employment or association with a business or company?', 'Do you have any financial interests in any organisations which provide services or have business relationships with the Council or which could conflict with the Council's interest?', 'Do you have any other personal interests which you consider gives rise or may create a conflict with the Council's interest?', 'Do you or any person living with you or any member of your family or a close personal friend have any interest in a business, activity or contract which is or may become a business relationship with the Council?', and 'Any other declarations not already covered?'. At the bottom right, there are 'Save' and 'Submit' buttons.

Repeat the process for the “**Employee Declarations of Gifts and Hospitality**” form. The progress of your form can be seen in the **Form History** item in your left-hand menu. Should you need further assistance please contact us at [Resourcelink@carmarthenshire.gov.uk](mailto:Resourcelink@carmarthenshire.gov.uk).