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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 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:** |
|       |