Register of Interests: Declaration by Staff
Period: 1 April 2018 – 31 March 2019

<table>
<thead>
<tr>
<th>Name:</th>
<th>Desmond Miskelly</th>
</tr>
</thead>
<tbody>
<tr>
<td>Post Held:</td>
<td>Director - Business Support</td>
</tr>
</tbody>
</table>

Staff must discharge their duties in a manner that is honest, fair and unbiased and ensure that decision-making is open and transparent and is seen to be so. Actual, potential or perceived conflicts of interest must be identified and managed in a way that safeguards the integrity of the individual and maximises public confidence in Libraries NI.

Relevant staff must record any interest, financial or otherwise, that could be perceived by a fair-minded outside observer, acting reasonably, to create a real possibility of bias. In line with the Conflicts of Interest Policy, declared interests must include indirect interests i.e. those of a spouse or personal partner, other close relative (e.g. children, parents, brothers /sisters, in-laws), or close personal friend or associate.

The Register of Interests of key staff will be published on the Libraries NI website. Staff must update the Register at least annually and in the intervening period if their circumstances change.

Further information is available in the Code of Conduct for Staff and the Conflicts of Interest Policy and associated guidance. If you are uncertain as to whether or not to declare an interest, please seek advice from a senior officer or the Head of Internal Audit.

Please complete each section of this form. Where you have no interest (either direct or indirect) to declare please record ‘Nil’ or ‘N/A’ in the box provided.

**Declared Interests**

<table>
<thead>
<tr>
<th>Directorships of companies, including non-executive</th>
</tr>
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<tbody>
<tr>
<td><strong>None</strong></td>
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<table>
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<tr>
<th>Employment by another organisation e.g. consultancy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>None</strong></td>
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</table>
Ownership or part-ownership of a business

NONE

Significant shareholdings (i.e. 5% or more in a public or private company)

NONE

Public appointments (e.g. to a Board, either paid or unpaid)

NONE

Charities – trusteeships, governorships, employment with charities or voluntary organisations

NONE

Other Interests held by you or your close family / friends / associates

NONE

To be completed by staff member

I confirm that I have read the Code of Conduct for Staff and the Conflicts of Interest Policy. The above declaration is complete and correct to the best of my knowledge and belief and it includes all my financial and non-financial interests as well as those of my spouse / personal partner, close relatives, close friends and associates. I understand that it is my responsibility to disclose any additional interests as they arise.

Signed: [Signature] Date: 21/3/2018

To be completed by line manager

I confirm that I have discussed any actual or potential conflict of interest identified above with this member of staff. I have agreed appropriate action with him / her to manage the situation and this action has been documented.

Signed: [Signature] Date: 26/3/2018