

REGISTER OF INTERESTS (Open to the public)

Register of Interests for Board Members & Senior Management Executive Team of VisitScotland.

- A) It is your responsibility to enter in this Register such Interests which in your opinion impact on, or you consider may impact upon, your role as a Board Member, or as a member of the Senior Management Executive Team.
- B) You should review your disclosures within this Register on a regular basis, and give notice of any changes contained herein within one month of the change. Notice thereof to be forwarded to Lynne Raeside- Business Affairs Manager – Ocean Point 1, 94 Ocean Drive, Edinburgh, EH6 6JH.
- C) If you are in any doubt as to what you should or should not be registering you should discuss this with Lynne Raeside, the Chair, and/or the Standards Commission.

Name:

Position:

Please indicate the nature of your interest for each of the following **categories**, indicating a **nil** response, where applicable. (See guidance notes as attached)

- 1. Remunerated positions** (For any remunerated position (to include those which involve the receipt of allowances) held in a company/undertaking, or as self-employed.)

	Name of Company	Your Position	Nature of Business
<i>Eg.</i>	XYZ Company Limited	Chairman/ Director	Manufacture of Wind Farms
1	SKYSCANNER LTD.	CHIEF LEGAL OFFICER	WEBSITE
2			
3			
4			
5			
6			

- 2. Related undertakings** (For any **un-remunerated** positions held in a company/ organisation, which is connected with a company/ organisation disclosed under **Category 1**, above)

	Name of Company	Your Position	Nature of Business
<i>Eg.</i>	ABC Company Ltd – a subsidiary of XYZ Ltd	Director	Marketing Services
1	SKYSCANNER JAPAN	DIRECTOR	WEBSITE
2			
3			
4			
5			
6			

REGISTER OF INTERESTS (continued)

- 3. Contracts** (In relation to **any** commercial activity with **VisitScotland**, connected with a company, or undertaking, in which you have registered an interest under **Categories 1 and 2**, above, and/or you hold shares of a value as disclosed under **Category 5**, below)

	Name of Supplier / Client	Nature of the Service / Supply	Duration of Contract
<i>Eg.</i>	<i>ABC Company Ltd</i>	<i>Supply of Marketing Services to VS</i>	<i>Six Months</i>
1	<i>NIL</i>		
2			
3			
4			
5			
6			

- 4. Houses, Land & Buildings** (where you own or have any other right or interest in houses, land and buildings, which may be significant to, of relevance to, or bear upon, the work and operation of **VisitScotland**).

	Description of ownership rights / interest	Connection with VisitScotland
<i>Eg.</i>	<i>50% ownership interest in A building, A road, A town, A county. CD2. EF3</i>	<i>Rented to VisitScotland</i>
1	<i>NIL</i>	
2		
3		
4		
5		
6		

- 5. Interests in Shares and Securities** (where you have an interest in shares of a company, or undertaking, which may be significant to, of relevance to, or bear upon, the work and operation of **VisitScotland**, and the nominal value of the shares is **greater than 1%** of the share capital of the company/undertaking, or **greater than £25,000.**)

	Registered Name of the Company/Undertaking	Description of Shares
<i>Eg.</i>	<i>CDE Wind Farms Limited</i>	<i>5,000 Ordinary Shares</i>
1	<i>NIL</i>	
2		
3		
4		
5		
6		

REGISTER OF INTERESTS (continued)

- 6. Gifts and Hospitality** (Only report significant gifts or hospitality received, ensuring that they have also been registered, in accordance with the **VisitScotland Receipt of Gifts and Hospitality Policy**. You do not have to register any isolated gifts of a trivial nature, the value of which must not exceed £50, or normal hospitality associated with your duties on behalf of **VisitScotland**, and which would reasonably be regarded as appropriate, or gifts received on behalf of **VisitScotland**.)

	Nature of Gift / Hospitality	Provided by	Attributed Value
<i>Eg.</i>	<i>3 night's accommodation</i>	<i>A Hotel Group</i>	<i>£1,250</i>
1	<i>NIL</i>		
2			
3			
4			
5			
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- 7. Non-Financial Interests** (which may be significant to, of relevance to, or bear upon, the work and operation of **VisitScotland**. In this context, relevant interests such as membership or holding office in other public bodies, clubs, societies and organisations such as trades unions and voluntary organisations, which might give rise to a conflict of interest or trust, must be registered and described.)

	Name of Organisation	Your Position	Nature of Business
<i>Eg.</i>	<i>A Charity</i>	<i>Treasurer</i>	<i>Promotion of Tourism</i>
1	<i>NIL</i>		
2			
3			
4			
5			
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- 8. Relevant and known interests of spouse, partner and close family** (Only disclose financial interests, if considered to be relevant, and known, and where public disclosure of an interest might be perceived as some benefit having been gained from knowledge passed on from a member about the work of **VisitScotland**.)

	Name of Company	Connection	Nature of Interest
<i>Eg.</i>	<i>RST Company Limited</i>	<i>Spouse</i>	<i>50% holding of Ordinary shares</i>
1	<i>NIL</i>		
2			
3			
4			
5			
6			

Name:

Carolyn Jamieson

Signature:

Carolyn Jamieson

Date:

29.4.16

Register of Interests for Board Members & Senior Management Executive Team of VisitScotland.

Guidance¹ on completion of the Register:

The following paragraphs set out the kinds of interests, financial and otherwise which you have to register. These are called "Registerable Interests". You must, at all times, ensure that these interests are registered, when you are appointed and whenever your circumstances change in such a way as to require change or an addition to your entry in this Register.

The Regulations² as amended describe the detail and timescale for registering interests. It is your personal responsibility to comply with these regulations. In particular;

A notice of interests should be given to the applicable VS officer;

- i) Within one month after the date of your declaration of acceptance or date of appointment, and thereafter;
- ii) you should review regularly, and at least once a year, your personal circumstances, and;
- iii) provide details of any changes to the information in the register, within one month of the change.

Annex A contains key definitions and explanatory notes to help you decide what is required when registering your interests under any particular category. The interests which require to be registered are those set out in the following paragraphs and relate to you. It is not necessary to register the interests of your spouse or cohabitee, etc, unless, under Category Eight, you consider it is relevant so to do..

Category One: Remuneration

1.1 You have a Registerable Interest where you receive remuneration by virtue of being:

- employed;
- self-employed;
- the holder of an office;
- a director of an undertaking;
- a partner in a firm; or
- undertaking a trade, profession or vocation or any other work.

1.2 In relation to 1.1 above, the amount of remuneration does not require to be registered, and also remuneration received as a Non-Executive Board Member/ employee of VisitScotland does not have to be registered.

1.3 If a position is not remunerated it does not need to be registered under this category. However, un-remunerated directorships may need to be registered under Category two, "Related Undertakings".

1.4 If you receive any allowances in relation to membership of any organisation, the fact that you receive such an allowance must be registered.

1.5 When registering employment, you must give the name of the employer, the nature of its business, and the nature of the post held in the organisation.

1.6 When registering self-employment, you must provide the name and give details of the nature of the business. When registering an interest in a partnership, you must give the name of the partnership and the nature of its business.

1.7 Where you undertake a trade, profession or vocation, or any other work, the detail to be given is the nature of the work and its regularity. For example, if you write for a newspaper, you must give the name of the publication, and the frequency of articles for which you are paid.

1.8 When registering a directorship, it is necessary to provide the registered name of the undertaking in which the directorship is held and the nature of its business.

1.9 Registration of a pension is not required as this falls outside the scope of the category.

1.10 Executive Team members must obtain formal Board approval before accepting any other remunerated position outside VisitScotland..

¹ Scottish Government New Model Code of Conduct – General style 23-12-2013

² SSI - The Ethical Standards in Public Life etc. (Scotland) Act 2000 (Register of Interests) Regulations 2003 Number 135, as amended.

Category Two: Related Undertakings

The disclosure of a directorship held in a subsidiary of VisitScotland is not required.

2.1 You must register any directorships held which are themselves not remunerated but where the company (or other undertaking) in question is a subsidiary of, or a parent of, a company (or other undertaking) in which you hold a remunerated directorship.

2.2 You must register the name of the subsidiary or parent company or other undertaking and the nature of its business, and its relationship to the company or other undertaking in which you are a director and from which you receive remuneration.

2.3 The situations to which the above paragraphs apply are as follows:

- you are a director of a board of an undertaking and receive remuneration declared under category one – and
- you are a director of a parent or subsidiary undertaking but do not receive remuneration in that capacity.

Category Three: Contracts

3.1 You have a registerable interest where you (or a firm in which you are a partner, or an undertaking in which you are a director, or in which you have shares of a value as described in paragraph 5.1 below) have made a contract with VisitScotland :

(i) under which goods or services are to be provided, or works are to be executed; and

(ii) which has not been fully discharged.

3.2 You must register a description of the contract, including its duration, but excluding the consideration.

Category Four: Houses, Land and Buildings

4.1 You have a registerable interest where you own or have any other right or interest in houses, land and buildings, which may be significant to, of relevance to, or bear upon, the work and operation of VisitScotland.

4.2 The test to be applied when considering appropriateness of registration is to ask whether a member of the public acting reasonably might consider any interests in houses, land and buildings could potentially affect your responsibilities to VisitScotland and to the public, or could influence your actions, speeches or decision making.

Category Five: Interest in Shares and Securities

5.1 You have a registerable interest where you have an interest in shares comprised in the share capital of a company or other body which may be significant to, of relevance to, or bear upon, the work and operation of (a) VisitScotland, and (b) the nominal value of the shares is:

- (i) greater than 1% of the issued share capital of the company or other body; or
- (ii) greater than £25,000.

Where you are required to register the interest, you should provide the registered name of the company in which you hold shares; the amount or value of the shares does not have to be registered.

Category Six: Gifts and Hospitality

6.1 You must abide by the VisitScotland Receipt of Gifts and Hospitality Policy, and register the details of any gifts or hospitality received by yourself (and/or your spouse, partner, and other associates, if it could be argued, or perceived that the gift or hospitality is, or is intended to be, received on your behalf), in accordance with this policy, within your current term of office. This record will be available for public inspection.

Category Seven: Non-Financial Interests

7.1 You may also have a registerable interest if you have non-financial interests which may be significant to, of relevance to, or bear upon, the work and operation of VisitScotland. It is important that

relevant interests such as membership or holding office in other public bodies, clubs, societies and organisations such as trades unions and voluntary organisations, are registered and described.

7.2 In the context of non-financial interests, the test to be applied when considering appropriateness of registration is to ask whether a member of the public might reasonably think that any non-financial interest could potentially affect your responsibilities to VisitScotland and to the public, or could influence your actions, speeches or decision-making

Category Eight: Relevant and known interests of spouse, partner and close family

8.1 You should also consider disclosing financial interests, if relevant, in respect of family members (including children). Close family is not defined, but the key principle is the need for transparency with regard to any interest which might (regardless of the precise description of relationship) be objectively regarded by a member of the public, acting reasonably, as potentially affecting your responsibilities as a member of VisitScotland.

ANNEX A

DEFINITIONS

"Chair" includes Board Convener or any person discharging similar functions under alternative decision making structures.

"Code" code of conduct for members of devolved public bodies

"Cohabitee" includes a person, whether of the opposite sex or not, who is living with you in a relationship similar to that of husband and wife.

"Group of companies" has the same meaning as "group" in section 262(1) of the Companies Act 1985. A "group", within s262 (1) of the Companies Act 1985, means a parent undertaking and its subsidiary undertakings.

"Parent Undertaking" is an undertaking in relation to another undertaking, a subsidiary undertaking, if a) it holds a majority of the rights in the undertaking; or b) it is a member of the undertaking and has the right to appoint or remove a majority of its board of directors; or c) it has the right to exercise a dominant influence over the undertaking (i) by virtue of provisions contained in the undertaking's memorandum or articles or (ii) by virtue of a control contract; or d) it is a councillor of the undertaking and controls alone, pursuant to an agreement with other shareholders or councillors, a majority of the rights in the undertaking.

"A person" means a single individual or legal person and includes a group of companies.

"Any person" includes individuals, incorporated and unincorporated bodies, trade unions, charities and voluntary organisations.

"Public body" means a devolved public body listed in Schedule 3 of the Ethical Standards in Public Life etc. (Scotland) Act 2000, as amended.

"Related Undertaking" is a parent or subsidiary company of a principal undertaking of which you are also a director. You will receive remuneration for the principal undertaking though you will not receive remuneration as director of the related undertaking.

"Remuneration" includes any salary, wage, share of profits, fee, expenses, other monetary benefit or benefit in kind. This would include, for example, the provision of a company car or travelling expenses by an employer.

"Spouse" does not include a former spouse or a spouse who is living separately and apart from you.

"Undertaking" means:

- a) a body corporate or partnership; or
- b) an unincorporated association carrying on a trade or business, with or without a view to a profit.