

NORTH LINCOLNSHIRE COUNCIL

COUNCIL

THE LOCALISM ACT 2011 (Act) - REVISED STANDARDS REGIME

1. OBJECT AND KEY POINTS IN THIS REPORT

- 1.1 To seek Council's reconfirmation and endorsement of the decisions taken at its Annual General Meeting on 15th May 2012 concerning its revised Standards regime and to approve certain outstanding documents following issue of the relevant Regulations and Transitional provisions.
- 1.2 The Key points in this report are as follows:
- The Regulations defining 'Disclosable Pecuniary Interests' and associated Transitional provisions were issued last month and have now been incorporated into the Council's revised Code of Conduct and enabled completion of the revised Register of Members' Interests.
 - The Transitional provisions necessitate Council reconfirming and endorsing the decisions taken on 15 May 2012 and approving the documents referred to above and this report seeks the necessary approvals.

2. BACKGROUND INFORMATION

- 2.1 Council and the Standards Committee have received several reports over recent months detailing the key provisions in the Act and the consequential revisions to the current standards regime.
- 2.2 Councils were required to have in place by 1 July 2012 a revised Standards regime incorporating a series of measures, including a new Code of Conduct, revised 'Arrangements' for considering and determining complaints that members, including Town and Parish Council members, may have breached the Code of Conduct and the appointment of an Independent Person to comment on any investigations undertaken.

- 2.3 Councils were encouraged by the Department for Communities and Local Government to put in place their revised Standards regime so that the various measures could be adopted at Annual General Meetings in readiness for implementation from 1 July 2012. Accordingly on 15 May 2012 Council approved a series of recommendations detailed at paragraph 7 of the report entitled The Localism Act 2011 – Revised Standards Arrangements (Agenda item 6 (a)) including the adoption of a revised Code of Conduct (subject to insertion of relevant interest provisions following Regulation); ‘Arrangements’ for dealing with complaints that members may have breached the Code; the appointment of an Independent Person plus reserve; the establishment of a ‘new’ Standards Committee; and revised dispensation provisions.
- 2.4 In addition authority was given to the Monitoring Officer to settle the revised Code of Conduct and Register of Members’ Interests, in consultation with the Chairman of the (new) Standards Committee once the relevant Regulations had been issued. The Regulations were issued last month and accordingly the Council’s revised Code of Conduct and Register of Members’ Interests have been completed and were issued to members on 18 June 2012 so that the same would be effective from 1 July 2012. The revised Code of Conduct is at Appendix 1 and Register of Members’ Interests at Appendix 2.
- 2.5 Following completion of the Code of Conduct it will be necessary for Council to approve two consequential revisions to the Rules of Procedure to reflect the withdrawal requirements where members declare either a ‘Disclosable Pecuniary Interest’ or ‘Prejudicial Interest’ in a matter. The revision to the Rules of Procedure are at Appendix 3 and, in essence, will prescribe that where a member has a ‘Disclosable Pecuniary Interest’ in a matter the member must withdraw from the room or chamber whilst the matter is being considered. In the case of a ‘Prejudicial Interest’ members must also withdraw from the room or chamber whilst the matter is being considered subject to preservation of the current practice of allowing members to speak or make representations where members of the public are entitled to do so providing having exercised such right the member then withdraws from the room or chamber immediately.
- 2.6 It will also be necessary to slightly amend the provisions concerning the granting of dispensations under the delegations afforded to both the Standards Committee and the Monitoring Officer by extending the remit to include, in addition to ‘Disclosable Pecuniary Interests’, those concerning Prejudicial Interests. The amended provisions are detailed in Appendix 4.

3. OPTIONS FOR CONSIDERATION

3.1 The Act received Royal Assent on 15 November 2011 and requires the Council to have in place by 1 July 2012 a revised Standards regime. The measures detailed in this and previous reports to Council and the Standards Committee will ensure that the Council has discharged its obligations under the Act.

4. RESOURCE IMPLICATIONS (FINANCIAL, STAFFING, PROPERTY, IT)

4.1 The only direct resource implication at this stage arises from the remuneration of the Independent Person and reserve who, in addition to travel expenses, will receive the current co-optees allowance for each formal meeting attended.

4.2 Should additional cost implications arise, the Act makes no provision for the Council to seek a contribution from Town and Parish Councils towards such costs.

4.3 The training needs identified in this report will be discharged by the Monitoring Officer and his Team. No external resource will be utilised.

5. OTHER IMPLICATIONS (STATUTORY, ENVIRONMENTAL, DIVERSITY, SECTION 17 - CRIME AND DISORDER, RISK AND OTHER)

5.1 The revised Code of Conduct will be incorporated into the Council's Constitution and appropriate provision will be made to the Rules of Procedure to reflect the provisions detailed at paragraph 2.5

5.2 The Department for Communities and Local Government undertook and published an Impact Assessment on the proposals to abolish the Standards Board and the requirement to register and declare interests. An Integrated Impact Assessment ('IIA') has been undertaken on the proposals for local implementation of the revised standards regime and potential adverse impacts have been considered and action taken to mitigate them where appropriate. The Council will continue to undertake further Assessments as further guidance becomes available and the requirements are implemented.

5.3 Once the Council has determined this report the statutory requirement to publicise adoption of its revised Code of Conduct will be undertaken.

6. OUTCOMES OF CONSULTATION

- 6.1 All Town and Parish Councils were sent an electronic copy of the report received by Council at its Annual General Meeting on 15 May 2012 together with the various appendices. Copies were also sent to the East Riding and Northern Lincolnshire Local Councils Association ('ERNLLCA') for information.
- 6.2 Following receipt of the Regulations and completion of the Council's Code of Conduct and Register of Members' Interests, copies of the Code and Register were sent to all Town and Parish Councils together with a briefing note detailing the key provisions on 18 June 2012.
- 6.3 Similarly on 18 June 2012 all elected members were sent a copy of the Council's Code of Conduct and Register of Members' Interests together with a briefing note and have subsequently received a briefing from the Monitoring Officer concentrating, in particular, on the 'Disclosable Pecuniary Interest' and other interest provisions and attendant declaration requirements.
- 6.4 Training sessions for Town and Parish Clerks have been arranged for the 23 July 2012 (Civic Centre), 24 July 2012 (Crowle) and 25 July 2012 (Brigg) and a briefing will also be given at the next Town and Parish Council Liaison Committee on 19 July 2012.
- 6.5 The newly constituted Standards Committee will receive training on the Council's revised Standards 'Arrangements' detailing how the Council will receive, consider and determine complaints that members, including those of Town and Parish Councils, may have breached the Code of Conduct at its inaugural meeting on 12 July 2012.
- 6.6 It is hoped, in the interests of consistency and uniformity, that Town and Parish Councils will adopt the Council's Code of Conduct although this is a matter for each Town and Parish Council to determine.

7. RECOMMENDATIONS

- 7.1 That Council reconfirms and endorses the decisions taken at its Annual General Meeting on 15 May, 2012 (minute 2088 refers), save for the amendment detailed in paragraph 2.6, so that the same are effective from 1 July, 2012;
- 7.2 That Council adopts the Code of Conduct at Appendix 1 and Register of Members' Interests at Appendix 2 so that the same are effective from 1 July 2012; and

- 7.3 That Council, pursuant to paragraph 2.5 of the report, approves the inclusion in its Rules of Procedure the rules detailed in Appendix 3 and the revised dispensation provisions, pursuant to paragraph 2.6 of the report, in Appendix 4, so that the same are effective from 1 July 2012.

DIRECTOR OF POLICY AND RESOURCES

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Date: 27 June 2012

Background Papers used in the preparation of this report – Report to Council of 15 May 2012 entitled The Localism Act 2011 – Revised Standards Arrangements (Agenda item 6 (a))

NORTH LINCOLNSHIRE COUNCIL

CODE OF CONDUCT

1. INTRODUCTION

- 1.1 This Code of Conduct ('Code') has been adopted by North Lincolnshire Council ('Authority') as required by Section 27 of the Localism Act 2011 ('Act').
- 1.2 The Authority has a statutory duty under the Act to promote and maintain high standards of conduct by its Members.
- 1.3 This Code is not intended to be an exhaustive list of all the obligations that are placed on Members. It is the responsibility of individual Members to comply with the provisions of the Code as well as such other legal obligations as may apply from time to time. Members should also comply with the following "Nolan" principles:

Selflessness
Integrity
Objectivity
Accountability
Openness
Honesty
Leadership

2. WHO DOES THIS CODE APPLY TO AND WHEN DOES IT APPLY?

- 2.1 This Code applies to all Members of the Authority and to all co-opted Members of any committee, sub-committee or joint committee of the Authority.
- 2.2 This Code applies whenever a person is acting in his/her official capacity as a Member of the Authority or co-opted Member in the conduct of the Authority's business, or acting as a representative of the Authority, including -
- 2.2.1 at meetings of the Authority, its Committees and Sub-Committees, its Cabinet and Cabinet Committees;
- 2.2.2 when acting as a representative of the Authority;
- 2.2.3 in discharging their functions as a ward Councillor or as a member of the Executive;
- 2.2.4 at briefing meetings with officers; and
- 2.2.5 at site visits.
- 2.3 Any allegation received by the Authority that a Member has failed to comply with this Code will be dealt with under the Arrangements which the Authority has adopted for such purposes.

3. WHAT STANDARDS OF CONDUCT ARE MEMBERS EXPECTED TO OBSERVE?

- 3.1 You must treat others with respect and courtesy.
- 3.2 You must not bully or intimidate any person.
- 3.3 You must not do anything which may cause the Authority to breach any equality laws.

- 3.4 You must not conduct yourself in a manner which could reasonably be regarded as bringing the Authority, or your office as a Member of the Authority, into disrepute.
- 3.5 You must not knowingly prevent, or attempt to prevent, another person from gaining access to information to which they are entitled by law.
- 3.6 You must act solely in the public interest and not use, or attempt to use, your position as a Member improperly to confer or secure for yourself or any other person an advantage or disadvantage.
- 3.7 You must not do anything which compromises, or is likely to compromise, the impartiality of those who work for, or on behalf of, the Authority.
- 3.8 You must only use, or authorise the use of, the Authority's resources for proper purposes (regard being had to any applicable Local Authority Code of Publicity) and in accordance with the Authority's procedural and policy requirements.
- 3.9 You must not disclose information which is given to you in confidence, or information which you believe, or ought to be aware, is of a confidential nature, except where:
 - 3.9.1 you have the consent of the person authorised to give it;
 - 3.9.2 you are required to do so by law;
 - 3.9.3 the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - 3.9.4 the disclosure is reasonable in the public interest, made in good faith, and that you have consulted the Monitoring Officer.

4. DISCLOSABLE PECUNIARY INTERESTS ('DPI')

- 4.1 You have a Disclosable Pecuniary Interest (DPI) in any business of the Authority if that interest falls under any of the descriptions at Appendix 1 of this Code.

Disclosure Requirement

- 4.2 You must, within 28 days of 1st July 2012 or of taking office as a Member or co-opted Member (where that is later), notify the Authority's Monitoring Officer of any DPI as defined in Regulations made by the Secretary of State and set out in Appendix 1 of this Code, where the DPI is yours or your partner's (which means spouse or civil partner, a person with whom you are living with as husband or wife or a person with whom you are living with as civil partners). You must also notify the Monitoring Officer in writing within 28 days of becoming aware of any change in respect of your DPIs.
- 4.3 You must make verbal declaration of the existence and nature of any DPI at any meeting of the Authority at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent. Where the interest is deemed a "sensitive interest" (see paragraph 4.5), you need only declare the existence of the DPI but not the detail.
- 4.4 If you are present at a meeting of the Authority, or any committee, sub-committee, joint committee or joint sub-committee of the Authority, and you have a DPI in any matter to be considered or being considered at the meeting, unless a dispensation has been granted,
 - 4.4.1 you must not participate in any discussion of the matter at the meeting.

- 4.4.2 you must not participate in any vote taken on the matter at the meeting.
- 4.4.3 you must withdraw from the room or chamber whilst the matter is being discussed and voted on.
- 4.4.4 if the interest is not registered and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest within 28 days.

Sensitive Interest

- 4.5 Where you consider that disclosure of the details of a DPI could lead to you, or a person connected with you, being subject to violence or intimidation, and the Monitoring Officer agrees, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have a DPI, the details of which are withheld under Section 32(2) of the Act.

5. CRIMINAL SANCTIONS RELATING TO DISCLOSABLE PECUNIARY INTERESTS

- 5.1 A Member commits a criminal offence if, without reasonable excuse, you -
 - 5.1.1 fail to notify the Monitoring Officer of any DPI within 28 days of election;
 - 5.1.2 fail to disclose a DPI at a meeting if it is not on the register;
 - 5.1.3 fail to notify the Monitoring Officer within 28 days of a DPI that is not on the register that you have disclosed to a meeting;
 - 5.1.3 participate in any discussion or vote on a matter in which you have a DPI (including taking a decision as an Executive Member acting alone);
 - 5.1.4 as an executive Member discharging a function acting alone, and having a DPI in such a matter, fail to notify the Monitoring Officer within 28 days of the interest; and
 - 5.1.5 knowingly or recklessly provide information that is false or misleading in notifying the Monitoring Officer of a DPI or in disclosing such interest to a meeting.
- 5.2 The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a Councillor for a maximum of 5 years.

6. PERSONAL INTERESTS

- 6.1 You have a personal interest in any business of the Authority where either it relates to or is likely to affect -
 - 6.1.1 any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by the Authority;
 - 6.1.2 any body -
 - exercising functions of a public nature;
 - directed to charitable purposes; or
 - one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management.

- 6.1.3 the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25.
- 6.2 You have a personal interest in any business of the Authority where a decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a *relevant person* to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision, or relates to or is likely to affect any interests you have registered as a DPI.
- 6.3 *A relevant person is -*
- 6.3.1 a member of your family or any person with whom you have a close association; or
- 6.3.2 any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- 6.3.3 any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- 6.3.4 any body of a type described in sub-paragraphs 6.1.1 and 6.1.2.

Disclosure Requirement

- 6.4 If you have a personal interest as defined in paragraph 6.1, you must, within 28 days of 1st July 2012 or of taking office as a Member or co-opted Member (where that is later), notify the Authority's Monitoring Officer in writing of such interest. You must also notify the Monitoring Officer in writing within 28 days of becoming aware of any change in respect of your personal interests defined in paragraph 6.1.
- 6.5 Subject to paragraph 6.6, you must make a verbal declaration of the existence and nature of any personal interest you have under this paragraph, at any meeting of the Authority at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent. Where the interest is deemed a "sensitive interest" (see paragraph 4.5), you need only declare the existence of the interest but not the detail.
- 6.6 Where you have a personal interest in any business of the Authority which relates to or is likely to affect a body defined in paragraphs 6.1.1 and 6.1.2 you need only disclose to the meeting the existence and nature of that interest when you address the meeting on that business.
- 6.7 Having disclosed a personal interest and providing it is not a prejudicial interest, you may still continue to participate and vote on the matter at that meeting.
- 6.8 Where you have a personal interest in any business of the Authority and you have made an executive decision in relation to that business, you must ensure that any written statement of that decision records the existence and nature of that interest.

7. PREJUDICIAL INTERESTS

- 7.1 Where you have a personal interest in any business of the Authority you also have a prejudicial interest in that business where the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest (unless the matter falls within one of the exempt categories detailed in paragraph 8) and where that business -

7.1.1 affects your financial position or the financial position of a person or body described in paragraph 6.3; or

7.1.2 relates to the determining of any approval, consent, licence, permission or registration in relation to you or any person or body described in paragraph 6.3.

Disclosure Requirement

7.2 Subject to paragraph 7.3, where you have a prejudicial interest in any business of the Authority, you must make verbal declaration of the existence and nature of such interest at any meeting at which you are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent and, unless a dispensation has been granted, -

7.2.1 you must not participate in any discussion of the matter at the meeting.

7.2.2 you must not participate in any vote taken on the matter at the meeting.

7.2.3 you must, unless paragraph 7.3 applies, withdraw from the room or chamber whilst the matter is being discussed and voted on.

7.3 Where you have a prejudicial interest in any business of your authority, you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise and you leave the room or chamber where the meeting is held immediately after making representations, answering questions or giving evidence.

7.4 Where, as an executive member, you may discharge a function alone, and you become aware of a prejudicial interest in a matter being dealt with, or to be dealt with by you, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter, or seek improperly to influence a decision about the matter.

8. EXEMPT CATEGORIES

8.1 Subject to you disclosing the interest at the meeting, you may attend a meeting and vote on a matter where you have a prejudicial interest that relates to the functions of the Authority in respect of -

8.1.1 housing, where you are a tenant of the Authority provided that those functions do not relate particularly to your tenancy or lease;

8.1.2 school meals or school transport and travelling expenses, where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which the child attends;

8.1.3 statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of, such pay;

8.1.4 an allowance, payment or indemnity given to Members;

8.1.5 any ceremonial honour given to Members; and

8.1.6 setting council tax or a precept under the Local Government Finance Act 1992.

9. **OVERVIEW AND SCRUTINY COMMITTEES**

9.1 In any business before an overview and scrutiny committee of the Authority (or of a sub-committee of such a committee) where –

9.1.1 that business relates to a decision made (whether implemented or not) or action taken by an executive or another of the Authority's committees, sub committees, joint committees or joint sub-committees; and

9.1.2 at the time the decision was made or action was taken, you were a member of the executive, committee, sub-committee, joint committee or joint sub-committee mentioned in paragraph 9.1.1 and you were present when that decision was made or action was taken, you may only attend a meeting of the overview and scrutiny committee for the purpose of answering questions or giving evidence relating to the business, and you must leave the room or chamber where the meeting is held immediately after making representations, answering questions or giving evidence.

10. **REGISTER OF INTERESTS**

10.1 Any interests notified to the Monitoring Officer will be included in the register of members' interests. A copy of this register will be available for public inspection and will be published on the Authority's website.

10.2 For the purposes of this Code a DPI is the subject of a 'pending notification' where it has been notified to the Authority's Monitoring Officer but has not yet been entered in the register of members' interests in consequence of that notification.

APPENDIX 1

A 'Disclosable Pecuniary Interest' is an interest of yourself or your partner (which means spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners) within the following descriptions:

Interest	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority -</p> <p>(a) Under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to M's knowledge) -</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where -</p> <p>(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either -</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the</p>

relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

These descriptions on interests are subject to the following definitions;

"the Act" means the Localism Act 2011;

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

"director" includes a member of the committee of management of an industrial and provident society;

"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

"M" means a member of a relevant authority;

"member" includes a co-opted member;

"relevant authority" means the authority of which M is a member;

"relevant period" means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

"relevant person" means M or any other person referred to in section 30(3)(b) of the Act;

"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

THE LOCALISM ACT 2011

Notification by a Member or Co-opted Member of Interests pursuant to The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and North Lincolnshire Council's Code of Conduct.

Disclosable Pecuniary Interests ('DPIs') NOTE - Failure to register these is a Criminal Offence

I, (*full name*) _____

An elected/co-opted Member of _____ Council

GIVE NOTICE that I, and/or my partner (as defined in Section 30 3 (b) of the Localism Act 2011) (**This includes your spouse, civil partner, or someone you are living with as husband, wife or civil partner**), have the following disclosable pecuniary interests (*please state "None" where appropriate*):

Please clearly distinguish between those interests that are yours and those interests of your partner as defined above.

- (a) **Employment, office, trade, profession or vocation** - Any employment, office, trade, profession or vocation carried on for profit or gain by me or my partner.

- (b) **Sponsorships** - Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by me or my partner in carrying out duties as a member, or towards my election expenses. (*This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992*).

- (c) **Contracts** - Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—
 - (a) under which goods or services are to be provided or works are to be executed; and
 - (b) which has not been fully discharged.

- (d) **Land** - Any beneficial interest in land which is within the area of the relevant authority.

- (e) **Licences** - Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.

- (f) **Corporate tenancies** - Any tenancy where (to my knowledge) — (a) the landlord is the relevant authority; and (b) the tenant is a body in which I and/or my partner have a beneficial interest.

- (g) **Securities** - Any beneficial interest in securities of a body where—

(a) that body (to my knowledge) has a place of business or land in the area of the relevant authority; and (b) either—

(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which I and/or my partner have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

These descriptions on Disclosable Pecuniary Interests are subject to the following definitions:

"the Act" means the Localism Act 2011;

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

"director" includes a member of the committee of management of an industrial and provident society;

"land" excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

"M" means a member of a relevant authority;

"member" includes a co-opted member;

"relevant authority" means the authority of which M is a member;

"relevant period" means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

"relevant person" means M or any other person referred to in section 30(3)(b) of the Act;

"securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Personal Interests

I further give notice that I have the following other interests **(These interests relate to yourself only).**

- (h) I am a member or in a position of general control or management of the following body/bodies to which I have been appointed or nominated by the Authority

- (i) I am a member or in a position of general control or management of the following body/bodies exercising functions of a public nature, directed to

charitable purposes, or one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which I am a member or in a position of general control or management.

(j) I have received a gift or hospitality with an estimated value of at least £25 as a member the source of which I believe to be as follows.

Date

Signed:

'Disclosable Pecuniary Interest'

A member with a Disclosable Pecuniary Interest in an item of business must, unless dispensation has been granted, withdraw from the room or chamber whilst the item of business is being discussed or voted on.

A member, acting in the capacity as an Executive member acting alone, must, unless dispensation has been granted, where that member has a Disclosable Pecuniary Interest in an item of business not take any steps, or any further steps, in relation to that item of business save for the purpose of enabling the item of business to be dealt with otherwise than by the member.

Prejudicial Interest

A member with a prejudicial interest in an item of business must, unless dispensation has been granted, withdraw from the room or chamber whilst the item of business is being discussed or voted on save that where members of the public are allowed to make representations, give evidence or answer questions about the item of business by statutory right or otherwise, a member with a prejudicial interest in the item of business may exercise the same speaking rights provided having exercised such rights the member leaves the room or chamber immediately.

Appendix 4

Council delegates to:

The Standards Committee decisions concerning the granting of dispensations in relation to Disclosable Pecuniary Interests and Prejudicial Interests on the grounds in sub-sections (b), (c) and (e) and on such other grounds referred to it by the Monitoring Officer, and

The Monitoring Officer decisions concerning the granting of dispensations in relation to Disclosable Pecuniary Interests and Prejudicial Interests on the grounds in sub-sections (a) and (d).