
REGISTER OF INTERESTS GUIDANCE

General Advice

All members are required to complete the documentation in order to declare details of personal interests and gifts and hospitality received in the Register of Members' Interests. The forms are available in **electronic format only**. We must publish the Register on-line and we do not have paper forms.

The forms can be updated at any time, and must be up-dated **within 28 days of any changes** to your interests taking place. You should complete the form with sufficient detail to identify clearly what the interest is or the gift or hospitality received. Do not use abbreviations, initials or acronyms. You are personally responsible for the accuracy of the contents of your register.

Please mark 'none' on the schedule if you have no interest to register in any category. Please note that under the Localism Act 2011, where you have a Disclosable Pecuniary Interest (DPI), it is a criminal offence to:

- (1) fail to notify the Monitoring Officer of the interest (details of the circumstances in which this requirement to notify arises are set out below);
- (2) fail to disclose it at a meeting (unless it has already been registered);
- (3) participate or vote on any matter in which a member has a DPI unless they have obtained a dispensation* from the Council;
- (4) take any action on a matter in which a member has a DPI, in their capacity as a member of the Executive (other than to refer it to another member of the Executive).

*An application form and guidance notes are available for any member wishing to seek a dispensation.

Sensitive Information

Please be aware that where you consider that the information relating to any of your personal interests is sensitive information and the Monitoring Officer agrees, this will not be published. In the Code of Conduct, 'sensitive information' means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

You must, within 28 days of becoming aware of any change of circumstances (which means that information excluded because it is sensitive, is no longer sensitive information), notify the Monitoring Officer asking that the information be included in your Register of Interest.

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District councillors who are also members of other relevant authorities

If, in addition to being a district councillor, if you are a member of a county, town or parish council, it would be prudent for you to include that as an interest.

Disclosable Pecuniary Interests (DPIs)

The information you need to provide under each heading is listed below, together with examples, which are for guidance purposes only. **Please note that for DPIs it is necessary for you to record the interests of your spouse, civil partner or any person with whom you are living as if husband or wife or as civil partners, when such interests are known by you.**

The following notes link to the ‘**Disclosable Pecuniary Interest**’ (DPI) and ‘**Local Non-Pecuniary Interest**’ (LNPI) boxes on the register.

DPI 1

Include all employments, whether full or part-time, identifying the nature of each employment by use of job title or trade, occupation or profession. Your job or your business should be detailed, together with a brief description of the type of work that is undertaken, e.g. accountant, painter and decorator, farmer etc. It is not necessary to state that you are a member of the district Council or of a county/town/parish council. Include the name of the person or body employing you. If you are a director, give the name of the body or company appointing you. Include all directorships.

DPI 2

Give the name of the political party, or other person or body that has made a payment to you for election expenses, including the amount. Include the name of any person or body (other than the Council) making any payment to you for expenses incurred by you in carrying out your duties as a member (e.g. travelling expenses).

DPI 3

If you own shares or other forms of equity in a company or other body which has a place of business within the district or owns land or property in ESC’s area, you will need to consider whether the interest is to be included. Identify the nominal value; this is the amount of the shares indicated on the certificate, not the market value. If this exceeds £25,000, you need to register the name of the company or body. If this is less than £25,000 but the holding is more than 1% of the total issued share capital, you need to register the name of the company or body. It is not necessary to state the value of the shares.

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DPI 4

You must include a clear description of any contract with the Council with which you, your firm, your company or a company or body registered under DPI 3 above, is a party.

DPI 5

You must include a clear description sufficient to identify land you register. Land includes property and buildings on land and you should include the postal address, map reference or field number. Beneficial interest includes freehold and leasehold (tenancy) interests and any legal rights you may have over property, for example a right of way or an option to purchase. *'The address at which you reside should be included if it falls within the Council's area.'*

DPI 6

Include here any land or property leased (tenanted) from the Council by yourself, your firm or company, or body registered under DPI 3 above. Please include postal address, map reference or field number.

DPI 7

This includes grazing agreements, allotments, garage licences and other short-term arrangements to use the Council's land or property. Please include postal address, map reference or field number.

Local Non Pecuniary Interests (LNPIs)

LNPI 1

List all the bodies (external to the Council) of which you are a member (appointed or nominated by the Council), i.e. not committees or sub committees of the Council to which you have been appointed by the Council. Give the full name of the body (not acronyms or initials). Appointments or nominations may include local committees and charities, partnerships and companies in which the Council is involved, and other related organisations. Include nominations to regional and national bodies such as local authority associations and organisations where you represent the Council. In each case you should specify the body and the nature of your involvement, e.g. arts organisations, school governor, trustee of a charity, Broads Authority member etc.

Include any public bodies of which you are a member (e.g. county or parish or town council, school governor, NHS organisations, government agency, other non profit organisations in the public sector, local committee etc).

Include any charity of which you are a trustee or member and any non-profit making body such as a cultural, sporting, environmental or social association, club or organisation. Include the name of any

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political party of which you are a member, any national or local body operating as a pressure group and any trade union or trade association and other public authorities or organisations, which deliver public services. Please specify the body and the nature of your involvement, e.g. magistrate, probation board member etc.

Include companies, industrial and provident societies, charities or charitable organisations. Please specify the body and the nature of your involvement, e.g. Freemasons, St John's Ambulance, youth development groups, church councils etc.

Include organisations with a main purpose, which includes influencing public opinion or policy. Please specify the body and the nature of your involvement, e.g. local clubs or societies, pressure groups etc.

Political party councillor associations should also be registered under this heading.

LNPI 2

You are required to register any gifts or hospitality estimated to be or actually worth £25 or more that you receive in connection with your official duties as a member. This disclosure must be made within 28 days of accepting the gift or hospitality. You must register the nature and approximate value of the gift and hospitality, and the person or body giving it. You should register it as soon as possible after accepting it and, in any case, within 28 days. Make sure you indicate the date when you register as this is important to determine how long you will need to disclose the receipt of the gift or hospitality in the event of any business of the authority relating to it (three years from the date of registration). This requirement is not intended to cover gifts and hospitality received by you in your private capacity (i.e. not as a member). With some hospitality, for example, weddings and special events, you will need to consider in what capacity you are involved. You do not need to register gifts and hospitality that are not related to your role as a member, such as Christmas gifts from your friends and family. However, you do need to register gifts such as tickets for events where the face value has been reduced to 'nil or zero' value and which you reasonably believe to exceed a value of £25. You are not required to disclose the amount paid.

Queries

If you have a specific query whether an interest should be included in your records please refer this to the Democratic Services Team democraticservices@eastsoffolk.gov.uk or 01502 523521. Your Declaration of Interests (including any qualifying gifts or hospitality) will be published on the Council's website unless the Monitoring Officer has agreed with you that sensitive information should be excluded.