

Parish/Town Council Members Disclosable Pecuniary and Other Interests Guidance Notes

Section 1 – Disclosable Pecuniary Interests

What is a ‘pecuniary disclosable interest’?

- Disclosable Pecuniary Interests are prescribed by The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.
- Disclosable pecuniary interests include not only your interests but also the interests of your 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 they were a civil partner, so far as you are aware of the interests of that person. Each category of person referred to here are described in the Act as the ‘relevant person’.

1.	<p>Employment</p> <p>You must enter a description of any work you do for profit or gain, and include your job title. You must enter the name of your employer or people who appointed you to work for them. Also, the name of any firm where you are partner, and the name of any company where you are a remunerated director.</p>
2.	<p>Sponsorship</p> <p>You must name of any person or body (this includes party political organisations) that helped you with expenses associated with your election to the Council. You also need to record details of anyone who has assisted you with expenses arising with your duties as a member since your election (in addition to the Council itself).</p> <p>Please note that the information sought in relation to election expenses relates to your most recent election to the Council.</p>
3.	<p>Contracts</p> <p>Detail current or future contracts between yourself or the relevant person (or a body in which they may have a beneficial interest) and the authority –</p> <ul style="list-style-type: none"> i) under which goods or services are to be provided or works are to be carried out; and ii) which has not been fully discharged. <p>You do not need to specify what the financial arrangements are, but you should state how long the contract has to run.</p>

4.	<p>Land</p> <p>Beneficial interest in land which is within the area of the authority i.e. parish area</p> <p>For example:-</p> <ul style="list-style-type: none"> • If you live in the parish, you should <u>include your home</u> address. • Please include any allotments you own or use. • You should also include any property within the parish from which you receive rent, or of which you are the mortgagee.
5.	<p>Licences</p> <p>Detail any licences you, jointly or alone, hold to occupy land in the parish for at least a month.</p> <p><i>Example: temporary licences of land, primarily affecting farmers</i></p>
6.	<p>Corporate tenancies</p> <p>Detail tenancies held by bodies in which you have a beneficial interest (see item g), where the landlord is North Kesteven District Council.</p> <p><i>Example: where you / your company rent commercial workshops / property from the Council.</i></p>
7.	<p>Securities</p> <p>‘Body’ in which the relevant person has a beneficial interest means a firm in which the relevant person is a partner or body corporate of which the relevant person is a director, or in the securities of which (i.e. shares, debentures. Debenture stock, loan stock, bonds, units or collective investment scheme) the relevant person has a beneficial interest</p> <p>Detail any companies, industrial and provident societies, co-operative societies or other corporate bodies that (to your knowledge) are active in the authority’s area and in which you have a beneficial interest. You do not need to show the extent of your interest.</p> <p>A company is active in the authority’s area if it has land or a place of business in the area.</p> <p><i>Example: Substantial shares in a private utility or National / Regional company that has premises / land within the district.</i></p>

Section 2 – Other Registerable Interests

This section must be completed if:

- the Parish/Town Council has adopted the North Kesteven District Council Code of Conduct;
- the Parish/Town Council has not formally adopted a Code of Conduct (their relevant Code is thereby by default the North Kesteven District Council Code of Conduct); or
- the Code of Conduct adopted by the Parish/Town Council requires these Other Registerable Interests to be declared.

With Other Registerable Interests, Members are only obliged to register their own interests and do not need to include interests of spouses or partners. Therefore, a spousal interest in a local group is not registerable as an 'other registerable interest'.

i)	<p>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 Council;</p> <p><i>This must include memberships of any outside body to which you are appointed by the Council and similarly any directorships regardless of company status, which you hold because you are a councillor or where the organisation provides public services.</i></p> <p><i>E.g. representation on outside bodies</i></p>
ii) a	<p>Any body - exercising functions of a public nature - of which you are a member or in a position of general control or management.</p> <p><i>Under this section you should declare your membership of any other local authority, or of any local or national public body.</i></p> <p><i>Examples of bodies included in this definition: government agencies, other councils, public health bodies, council-owned companies exercising public functions, arms-length management organisations carrying out housing functions on behalf of your authority, school governing bodies.</i></p>
ii) b	<p>Any body - directed to charitable purposes - of which you are a member or in a position of general control or management.</p> <p><i>Under this section you should declare your membership of any body which is directed to charitable purposes. For example, a local Rotary club.</i></p>

ii) c	<p>Any body - one of whose principal purposes includes the influence of public opinion or policy - of which you are a member or in a position of general control or management.</p> <p><i>You must list your membership of bodies whose principal purpose is to influence public opinion or policy includes membership of political party councillor associations.</i></p> <p><i>This includes any political party or trade union. Memberships of political parties and Trade Unions therefore need to be registered. Remember that if as a consequence of membership of a political party or a trade union any payment or financial benefit is received, it is likely to come under the Sponsorship category of DPI.</i></p>
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Other Matters

Keeping the Register up to date

You must always notify the Monitoring Officer of any changes in interests specified on this form when they occur, not waiting until the next annual declaration of interest. Please contact Business Support for assistance.

Declarations of interest at meetings

You must also remember to disclose and detail any pecuniary interests and/or local choice non-pecuniary interests when they arise at committee meetings which you attend. Wherever possible, this should be done at the start of the meeting - for most formal meetings there is a specific agenda item for this purpose. In any case, you must make such a declaration as soon as it becomes apparent to you that you have an interest in the matter being discussed. You will have to specify the nature of your interest at the meeting, unless it is a sensitive interest (see below).

If it is a pecuniary interest, you must not participate in any discussion, or vote, where you have a disclosable pecuniary interest in a matter unless you have been granted a dispensation. The NKDC Code of Conduct requires that Members with a DPI withdraw from the meeting during the consideration of the matter in which they have a DPI. This was adopted in the standing orders. Parish councils may adopt the same approach.

The Clerk should record details of interests declared and these will be checked subsequently against your register entry to ensure that all your disclosures are fully recorded.

Sensitive information

On occasions, Members express concerns about registering certain personal sensitive information on a public register.

A Councillor may wish to have their details or some information withheld if disclosure could lead to abuse or intimidation. These are classed as 'sensitive interests' and may not necessarily require that all details are withheld, for example, it may be only their home address that is redacted. However, a Councillor must write to the Monitoring Officer regarding their request and it is the Monitoring Officer who will make a decision.

NK-Monitoring@n-kesteven.gov.uk

Require further assistance?

If you require any guidance in completing this form, please contact Democratic Services on:-

Email - democraticservices@n-kesteven.gov.uk

Phone - 01529 414155

Submitting your form

Please retain one copy for your own records, one copy to your Parish/Town Council clerk and send the original to Corporate & Civic Support Team.

NK-CorporateAndCivicSupportTeam@n-kesteven.gov.uk