

REGISTER OF MEMBERS' INTERESTS

Guidance on completion of form

Please read these notes carefully before completing the form

Numbers at the end of each heading refer to the relevant paragraph of the Members' Code of Conduct

Councillors and co-opted members are required by Section 81 of the Local Government Act 2000 and The Local Authorities (Model Code of Conduct) Order 2007 to register their interests and keep these up to date by notifying the Monitoring Officer within 28 days of their election/appointment and of any changes. The Register of Members' Interests is maintained by the Monitoring Officer and available for public inspection at the Council offices. It is, however, your responsibility to keep your entry up to date by informing the Monitoring Officer within 28 days of any changes.

The completion of a form registering your interests DOES NOT remove the other requirements set out in the Code of Conduct for you to disclose interests in a matter being considered at a Council Cabinet, Committee, Sub-Committee, or Panel meeting at which you are present.

1. Appointments to Outside Bodies 8(1)(a)(i)

If the Council has appointed or nominated you as its representative on any outside bodies, e.g. area forums, community groups and school governing bodies, you must register details of the bodies and any positions of general control or management you hold.

2. Membership of Public Bodies 8(1)(a)(ii)(aa)

You must register your membership of any bodies undertaking activities of a public nature and any position of general control or management that you hold in them. This includes other local authorities and NHS Trusts and should be broadly interpreted to include other bodies receiving significant public money or carrying out a public service. This is not restricted to organisations which operate in the Borough.

3. Membership of Charities 8(1)(a)(ii)(bb)

You must register your membership of any charities or bodies with a charitable purpose and any position of general control or management that you hold in them. This includes membership of Rotary and Lions Clubs and the Freemasons. This is not restricted to organisations which operate in the Borough.

4. Membership of Bodies influencing Public Opinion or Policy 8(1)(a)(ii)(cc)

You must register your membership of any organisation whose purposes include influencing public opinion or policy and any position of general control or management that you hold in them. You must declare membership of a political party and of a trade union. Examples of the type of body which you should also include are Amnesty International, Friends of the Earth, Countryside Alliance and local lobby groups even where they do not maintain formal membership lists. This is not restricted to organisations which operate in the Borough.

5. Employment/Business 8(1)(a)(iii)

You must register every employment or business you carry out and any regular voluntary work for an organisation. You should include any work activity that generates income for you but not unearned income (e.g. from property or investments) unless you are involved in the active management of the assets. You should also include unpaid work. Give a short description of the activities concerned or your job title, for example, “plasterer”, “accountant” or “nurse”.

6. Person or body who employs or has appointed you 8(1)(a)(iv)

You must register the name of your employer or state that you are self-employed. If employed by a company, give the name of the company paying your salary, not that of the ultimate holding company. If you are a partner, give the name of the partnership. If you are a director, give the name of the company where you are a director. Where you hold an office, give the name of the person or body which appointed you. In the case of a public office, this will be the authority which pays you.

7. Payments received for your duties or for your election expenses 8(1)(a)(v)

You must register the name of any person or body who has made any payments to you towards your expenses as a Councillor or towards your election expenses. This includes any person or organisation, including your political party or agent, who made a financial contribution to your election campaign, for example in printing leaflets and posters, or who assists you with the costs of carrying out your duties. You must also include people or bodies who provide premises that relate to your official duties, such as somewhere to hold a ward surgery, at a reduced rate or other similar payments in kind. You do not need to declare the amounts of any payments, only the name of the person or body making them. You do not need to include payments made by the Borough Council or any other local authority.

8. Interests in companies and securities 8(1)(a)(vi)

You must register the names of any companies, industrial and provident societies, co-operative societies, building societies, public corporations, insurance companies or other corporate bodies that (to your knowledge) have land or a place of business within the Borough of Charnwood’s area and in which you have a substantial beneficial interest. You do not need to show the extent of your interest.

You have a substantial interest if you own shares or other securities in the company with a nominal value of more than £25,000 or more than 1% of the issued shares or securities (i.e. the amount invested in that body by shareholders). The nominal value is normally the face value on the share certificate and is not the market value. If in doubt contact your financial advisor. If there are several classes of shares or securities, the fraction of 1% applies to any of those classes.

You have a beneficial interest in a type of share if you own it or if it is held in the name of another person, e.g. a relative or partner, and you are entitled to the proceeds of, or if you will become entitled to the proceeds of, that type of share.

You should include deposits with industrial and provident societies, and co-operative societies but do not need to include deposits with or borrowing from banks and building societies.

9. Contracts with the authority 8(1)(a)(vii)

You must register all current contracts, of which you are aware, between you, or a company of which you are a director or partner, or in which you know you have a substantial beneficial interest and the Council. You should state the nature and length of the contract, but not its value or its terms. This could include a contract between your employer and the Council or a contract between the Council and one of your corporate interests (see 8(i)(a)(vi) above) for the provision of goods or services.

10. Land in Charnwood 8(1)(a)(ix)

You must register any land (including any buildings or parts of buildings) in Charnwood in which you have a beneficial interest. You should give the address or a brief description to identify it.

If you live in the Borough you should include your home under this heading as owner, lessee or tenant. This includes joint owners, lessees or tenants and Council tenancies. You should also include any property from which you receive rent, or of which you are a mortgagee. You will also have a beneficial interest in any land if it is held in the name of another person, e.g. a relative or partner, and you are entitled to the proceeds of, or if you will become entitled to the proceeds of that land. This includes property which is held in the name of your spouse or partner but from which you benefit or stand to benefit in the future.

11. Corporate or Business Tenancies 8(1)(a)(x)

You must register any tenancies of property of which you are aware where the landlord is Charnwood Borough Council and the tenant is a firm where you are a partner, a company where you are the Director or where you have a beneficial interest (see 8(1)(a)(vi) above).

12. Licenses to occupy land 8(1)(a)(xi)

You must register land (including buildings or parts of buildings) in Charnwood which you have a right to occupy, but where you neither own nor have a tenancy of it. You should give the address or a brief description to identify it.

13. Gifts and Hospitality 8(1)(a)(vii)

You must register all gifts and hospitality with a value of £25 or more that you have received in connection with your position as a councillor. This includes meals and refreshments at events you attend as a councillor and gifts and civic hospitality received by the Mayor which exceed this value. These must be registered within 28 days of receiving them. You should register an accumulation of smaller gifts or hospitality that you receive over a short period from the same source which together add up to £25 or more. You should use the separate form provided at the end of the main register form to register gifts and hospitality.

CHARNWOOD BOROUGH COUNCIL

REGISTER OF MEMBERS' INTERESTS

Notification by a Member of the Council of personal interests

NOTE: "Member" includes a co-opted member of an authority who is entitled to speak and vote.

I, (full name) (capitals) ,

a Member of the Council, **give notice**, as I am required to do **under the Code**, that I have the following **personal interests**:

(please state "None" where appropriate)

1. I am a member, or am in a position of general control or management, of the following bodies to which I have been appointed or nominated by the Council - 8(1)(a)(i)

2. I am a member, or am in a position of general control or management, of the following bodies exercising functions of a public nature - 8(1)(a)(ii)(aa)

3. I am a member, or am in a position of general control or management, of the following bodies directed to charitable purposes - 8(1)(a)(ii)(bb)

4. I am a member, or am in a position of general control or management, of the following bodies, one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) - 8(1)(a)(ii)(cc)

5. My employment / business carried on by me (delete whichever does not apply) 8(1)(a)(iii)

6. Name of any person or body who employs or has appointed me - 8(1)(a)(iv)

7. Name of any person (other than the Council or other local authority) who has made a payment to me in respect of my election or any expenses incurred by me in carrying out my duties - 8(1)(a)(v)

8. Name of any corporate body having a place of business or land in the Council's area and in which I have a beneficial interest in a class of securities of that body that exceeds the nominal value of £25,000, or one hundredth of the total issued share capital of that body (whichever is the lower) - 8(1)(a)(vi)

9. Description of any contract for goods, services or works made between the Council and myself or a firm in which I am a partner, a company of which I am a remunerated director, or a body of the description specified in (8) above - 8(1)(a)(vii)

10. Address or other description (sufficient to identify the location) of any land in the Council's area in which I have a beneficial interest - 8(1)(a)(ix)

11. Address or other description (sufficient to identify the location) of any land where the landlord is the Council and I am the tenant or the tenant is a firm in which I am a partner, a company of which I am a remunerated director, or a body of the description specified in (8) above - 8(1)(a)(x)

12. Address or other description (sufficient to identify the location) of any land in the Council's area for which I have a licence (alone or jointly with others) to occupy for 28 days or longer - 8(1)(a)(xi)

FURTHER INTERESTS

I further **VOLUNTARILY GIVE NOTICE**, acknowledging that I am not required to do so under the Code of the following other interests (*please state "None" where appropriate*):

I am a member or hold a position of general control or management of the following private clubs or organisations

I have the following other interests that I desire to bring to the public's attention through the Register

REGISTRATION OF GIFTS AND HOSPITALITY

Members must disclose any receipt of a gift or hospitality over the value of £25 within 28 days of receiving it using the appended form. Disclosures of the receipt of such gifts and hospitality will be included in each member's entry in the Register of Members' Interests and be available for public inspection.

SENSITIVE INFORMATION

Where members consider that the availability for inspection by the public of information relating to any personal interest creates, or is likely to create, a serious risk that they or a person who lives with them may be subjected to violence or intimidation, they may, where the Monitoring Officer considers it appropriate, not include that sensitive information on the register of members' interests. Such information and the reasons for its sensitivity should be notified separately in writing to the Monitoring Officer.

MEMBER'S SIGNATURE

I recognise that it will be a breach of the Members' Code of Conduct:

- to omit information that ought to be registered;
- to provide information that is materially false or misleading;
- to fail to register any subsequent interest or to notify the Monitoring Officer of any change in existing interests within 28 days of the interest or change arising;
- not to disclose an interest at a meeting in the manner required by the Code when a matter relating to or affecting any of the interests I have registered is discussed.

Date	
Member's Name <i>(Capitals – in Full)</i>	
Member's Signature	

NOTIFICATION OF CHANGES

A member must within 28 days of becoming aware of any change to the interests specified above or to the circumstances affecting the disclosure of sensitive information provide written notification of that change to the Monitoring Officer, Mr Adrian Ward, whose address is Council Offices, Southfields, Loughborough, Leicestershire, LE11 2TN, 01509 634573, e-mail adrian.ward@charnwood.gov.uk.

RECEIPT BY MONITORING OFFICER

Date received	
Signature	

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CHARNWOOD BOROUGH COUNCIL

REGISTER OF MEMBERS' INTERESTS

Notification by a Member of the Council of personal interests

NOTE: "Member" includes a co-opted member of an authority who is entitled to speak and vote.

I, (full name) (capitals)

a Member of the Council, **GIVE NOTICE**, as I am required to do under the Code, that I have received the following gifts or hospitality over the value of £25:

Date of gift / receipt of hospitality	
Details of gift / hospitality	
Estimated Value	
Person / Body providing gift / hospitality	

MEMBER'S SIGNATURE

I recognise that it will be a breach of the Members' Code of Conduct:

- to omit information that ought to be registered;
- to provide information that is materially false or misleading;
- to fail to register any subsequent gift/hospitality within 28 days of receiving it;
- not to disclose an interest at a meeting in the manner required by the Code when a matter relating to or affecting the interests of any person from whom I have received these gifts or hospitality is discussed within three years of my having registered it.

Date	
Member's Name (Capitals – in Full)	
Member's Signature	

RECEIPT BY MONITORING OFFICER

Date received	
Signature	

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