

## **REGISTER INTERESTS OF MEMBERS AND CO-OPTED MEMBERS**

### **Guidance on completion of your Register of Interests Please read these notes carefully before completing the form**

As a Councillor (or co-opted member), you are required register your interests within 28 days of your election/appointment. You are also responsible for keeping the register entries up to date by notifying the Monitoring Officer in writing of any changes within 28 days of the change. The Code of Conduct sets out what interests you need to register.

The Register of Members' Interests is maintained by the Monitoring Officer. It is published on the Council's website and is available for public inspection at the Council offices.

In addition to completing the form, you are also required to disclose interests in a matter being considered at a Council, Cabinet, Committee, Sub-Committee, or Panel meeting at which you are present.

If you fail (without reasonable excuse) to register or disclose any disclosable pecuniary interest (DPI), or participate in any discussion or vote in which you have a DPI, or take any steps in connection with an executive decision in which you have a DPI you will be committing a criminal offence and risk a fine not exceeding level 5 on the standard scale (currently £5,000) or disqualification as a member for a period not exceeding 5 years.

### **Sensitive Interests**

Where you consider that information relating to any of your interests is a 'Sensitive Interest' you must consult with the Monitoring Officer if you do not wish that interest to be included in the register available for public inspection or published on the website. A 'Sensitive Interest' is an interest which could create or is likely to create a serious risk that you or a person connected with you may be subjected to violence or intimidation.

Where the interest is no longer a 'Sensitive Interest' you must notify the Monitoring Officer within 28 days of that change.

### **1. Employment, Office, Trade, Profession or Vocation**

This interest covers any employment, office, trade, profession or vocation carried on for profit or gain, including the name of any person or body that employs or has appointed you.

*You must register every employment or business you carry out and any other position (e.g. Director) you hold which you receive payment for. You should include*

*any work that generates income and give a short description of the activities concerned or your job title, for example, “teacher”, “civil engineer” or “nurse”. You must include the name of your employer or state that you are self-employed. If employed by a company, give the name of the 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. You do not need to include e.g. income from property or investments unless you are involved in the active management of those assets.*

*You must disclose all such interests relating to yourself, your spouse/civil partner (or person with whom you are living as such).*

## **2. Sponsorship**

This interest covers any payment or provision of any other financial benefit (other than from the Council) made or provided within the last 12 months in respect of expenses incurred by you in carrying out your duties as a member, or towards your election expenses.

*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 such as:*

- *making a financial contribution to your election campaign;*
- *contributing to the costs of printing leaflets and posters;*
- *assisting you with the costs of carrying out your duties;*
- *providing premises for you to carry out your duties at a reduced rate; or*
- *giving you other similar payments in kind.*

*This includes any person or organisation, including your political party or agent and any payment or financial benefit from a trade union*

*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 Members allowances paid by the Borough Council.*

*You must disclose all such interests relating to yourself, your spouse/civil partner (or person with whom you are living as such).*

## **3. Contracts**

This interest covers any current undischarged contract made between you, or a body in which you have a beneficial interest, and the Council under which goods or services are to be provided or works are to be executed.

*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. For this purpose “body in which you or they have a beneficial interest” means a firm in which you are a partner or a body corporate of which you are a director, or in the securities of which you have a beneficial interest.*

*You must disclose all such interests relating to yourself, your spouse/civil partner (or person with whom you are living as such).*

#### **4. Land**

This interest relates to any beneficial interest in land with the Borough

*You must register any land (including any buildings or parts of buildings) in the Borough of Rushcliffe in which you have a beneficial interest (as owner, lessee or tenant). You should give the address or a brief description to identify it. If you live in the Borough you should include your home.*

*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.*

*You do not need to include an easement, servitude, interest or right in or over land which does not carry with it a right (alone or jointly with another) to occupy the land or to receive income.*

*You must disclose all such interests relating to yourself, your spouse/civil partner (or person with whom you are living as such).*

#### **5. Licences**

This interest relates to any licence (alone or jointly with others) to occupy land in the Borough for a month or longer.

*You must register land (including buildings or parts of buildings) in the Borough of Rushcliffe which you have a right to occupy, but you do not own it or have a tenancy of it. You should give the address or a brief description to identify it.*

*You must disclose all such interests relating to yourself, your spouse/civil partner (or person with whom you are living as such).*

#### **6. Corporate Tenancies**

This interest relates to any tenancy where, to your knowledge, the Council is the landlord and the tenant is a body in which you have a beneficial interest.

*You must register any tenancies of property where the landlord is Rushcliffe Borough Council and you are the tenant or where the tenant is a firm of which you are a partner or a company of which you are the Director.*

*You must disclose all such interests relating to yourself, your spouse/civil partner (or person with whom you are living as such).*

## **7. Securities**

This interest covers any beneficial interest in securities of a body which has to your knowledge a place of business or land in the Borough of Rushcliffe and **either** the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital, **or** one hundredth of the total issued share capital of any class of shares issued.

*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 Rushcliffe and in which you own securities in the company with a nominal value of more than £25,000 or more than 1% of the issued share capital. "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. If in doubt, contact your financial advisor.*

*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 (or will be 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.*

*You must disclose all such interests relating to yourself, your spouse/civil partner (or person with whom you are living as such).*

## **8. 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.**

*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.*

## **9. Any body exercising functions of a public nature of which you are a member or in a position of general control or management.**

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

## **10. Any body directed to charitable purposes of which you are a member or in a position of general control or management.**

*You must register your membership of any charities or unregistered 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.*

**11. Any body 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.**

*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 your membership of a political party and 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.*

**12. Any employment, office, trade, profession or vocation carried on by you not for profit or gain**

This interest covers any employment, office, trade, profession or vocation carried on **not** for profit or gain, including the name of any person or body that employs or has appointed you.

*You must register any regular voluntary work for an organisation and any unpaid work. You should give a short description of the activities concerned or your position, for example, “voluntary youth worker” and the name of the organisation. You must also register any directorships which you do not receive any payment for.*

**13. Any easement, servitude, interest or right in or over land in the Borough, which does not carry a right for you (alone or jointly with another) to occupy the land or receive income.**

*You must register any easement, servitude, interest or right in or over land in the Borough of Rushcliffe which does not carry with it a right for you (alone or jointly with another) to occupy the land or to receive income. This may include a right of way to cross adjoining land.*

**14. Disclosure of Gifts and Hospitality**

*You must register all gifts and hospitality with a value of £50 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. 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 £50 or more.*