

## **Revised Code of Conduct for Parish & Town Councils**

### **1. Summary**

- 1.1 The report brings forward a revised Code of Conduct, Disclosable Pecuniary Interest Form and Gifts & Hospitality Form for consideration and adoption by this Council.

### **2. Recommendation**

- 2.1 The Council approves the Code of Conduct, Disclosable Pecuniary Interest Form and Gift and Hospitality Form, as set out at Appendices 1 to 3, and they be adopted from 7 May 2015.
- 2.2 The Council approves the; continuation of a Joint Standards Committee with all Parish and Town Councils within the District; and the process for appointing the Parish and Town Council representatives to the Committee, as outlined at Appendix 4.

### **3. Reasons for the Recommendation**

- 3.1 Following the Warwick District Standards Committee in September 2014, a second consultation on the proposed Code of Conduct and Associated Arrangements was undertaken. Responses to this consultation were received from:  
Warwick District Councillors: Mrs Bromley, Dhillon, Mrs Falp, Mrs Gallagher and Illingworth.  
Parish & Town Councils & Councillors: Councillor Mrs Gordon, Norton Lindsey Parish Council, Budbrooke Parish Council, Kenilworth Town Council, Whitnash Town Council and Leek Wootton & Guys Cliffe Parish Council.
- 3.2 In addition to the above, the Code of Conduct Working Party also considered the response from the Department of Communities and Local Government and the Standards in Public Life Committee following the letter from Council to them about the current Standards Regime. They considered the views on these letters expressed by Councillor Mrs Bromley, Councillor Boad, Councillor Gill and Councillor Coker. They also reconsidered the views of Mr Tomkinson (Independent Person) that he had submitted as part of the original consultation.
- 3.3 Following consideration of these responses, by the Code of Conduct Working Party, minor amendments were made to the proposals to ensure they were more consistent and easier to understand. The revised proposals were brought to Standards Committee in January 2015 for consideration. The main change was the revision to the definition of a relevant person under the other interests section, to bring this in line with the definition for disclosable pecuniary interests.
- 3.4 The Standards Committee approved; the revised procedures for handling complaints about the Conduct of Councillors; asked officers to notify all Parish and Town Councils of this decision and provide template report and appendices for them to use; and determined that an appeals process should not be included within the arrangements because there is no legal requirement for this and the process was sufficiently robust without its inclusion.

- 3.5 The Standards Committee also made the recommendations to Warwick District Council. Warwick District Council approved these recommendations and the relevant ones for Town and Parish Councils are set out above.
- 3.6 The Standards Committee was pleased with its ability for inclusiveness by being a Joint Committee and therefore allowing Parish and Town Council representatives to have a vote on matters and, if needed, form part of a Hearing Panel. It was on this basis that they brought forward the proposals for a Joint Committee, set out at Appendix 4, to the report. If all Parish & Town Councils did not agree to be a member of the Joint Committee by the end of September 2015, the District Council intends to proceed with co-opting representatives of the Parish & Town Councils to the Committee. This would remove their ability to vote on decisions of the Committee or sit as voting members of Hearing Panels. This was because to ensure the Committee could act in confidence as a joint Committee, the District Council needed to be able to evidence the agreement to a joint Committee through minutes of the associated Councils. In addition, the aim of a joint Committee was to ensure all parties were represented fairly and if some Council's did not wish to join, the District Council felt, to ensure clarity, it should only proceed with co-option to the Committee.

#### **4. Alternative Option(s) considered**

- 4.1 The Council is required to have a Code of Conduct, and robust arrangements for handling Complaints about the Conduct of Councillors, including a Committee for considering these. Therefore, options are limited but members could decide to defer a decision on this matter until after the election or to amend the proposals. Officers do not recommend either of these approaches because the purpose of the review is to ensure that robust arrangements are in place for the new Council. These proposals are built on the outcome of consultation and with support of the Council Solicitor and Monitoring Officer.
- 4.2 The Council should be mindful that the Parish and Town Councils could adopt a different Code of Conduct, if they so wished, but even if they did this any complaints about the conduct of members would be considered in the process defined by this Council.

#### **5. Background**

- 5.1 Following the end of consultation, the Code of Conduct Working Party met on 21 November 2014. The meeting was attended by Councillors Cooke, Pratt and Wilkinson. Apologies for absence were received from Councillor Brookes, Mrs Falp and Mrs Syson.
- 5.2 The Working Party were generally disappointed with the level of response to the consultation on these important documents and took this as either agreement to the proposals or general state of despair with the ability to enforce any serious sanctions. The Working Party considered all the responses to the consultation and their responses to these were outlined in their report to Standards Committee in January 2015.
- 5.2 The Working Party received a number of representations regarding the potential for an appeal. While they were confident with their previous position, because they received a suggested procedure they asked for the Council's Solicitor to consider this. The proposed process and response from the Council's Solicitor was considered by the Standards Committee in detail and it

was their view that an appeals process should not be included within the arrangements because there is no legal requirement for this and the process is sufficiently robust without its inclusion.

- 5.3 It was suggested that the Grievance procedure should be used by officers for complaints about the conduct of Councillors, as technically they were employed by the Councillors. This has been checked with HR and the grievance procedure can only be used in matters relating to officer line management.
- 5.4 It was suggested that the arrangements should be deferred to allow the new Council to consider this in May 2015. The Working Party felt it was best to provide the new Council with sound footings because there would be significant pressure on the new Council to look at other prominent projects early after the election. In addition to this, the new Council would need time to learn and understand their new roles. This could then delay the review further when Councillors have already expressed dissatisfaction at the current arrangements.
- 5.5 It was suggested that the Council should not have an Independent Person and that they should not be involved in decisions on Code of Conduct matters. However there is a legal requirement to have an Independent Person and for them to be consulted at specific stages on complaints about Councillors.
- 5.6 The Working Party noted the request to have fixed membership Hearing Panels but remained content with the Monitoring Officer setting these because of the need to ensure each Panel is representative and neutral to the matter. That said, they did agree, and is included as recommendation 2.5, that these should be set in consultation with the Chairman of the Committee and should now be increased to five members (including at least one Parish/Town Council representative).
- 5.7 It was clear from the responses received that some Councillors did not know how to make a complaint about the conduct of an officer. Therefore, this will be built into the training for any new Councillor.
- 5.8 The Standards Committee welcomed the fact that officers were to produce a new log of complaints that provides more detail about the complaint including the actions taken to try and resolve matters at an early stage.
- 5.9 The Standards Committee noted the concern of an individual regarding the potential for multiple complaints about an individual Councillor and how these should be handled. For example, if two complaints of different subject are made about a Councillor and these move to investigation should they be undertaken by the same investigator and should they be subject to a single investigation report or two separate reports. Alternatively, what should happen if multiple complaints are made about the same Councillor relating to the same matter. The Standards Committee were happy for the Monitoring Officer to use discretion on this taking into consideration public interest and natural justice. They also felt that the Monitoring Officer remained the best person to appoint an Investigator for a complaint because they would be able to determine their independence to each matter.
- 5.10 The Standards Committee were content overall that the emphasis was now on reducing cost within the process and felt it was not in the public interest to have Councillors considering cases to determine if they should proceed for investigation or then to a hearing as well as determining a hearing.

- 5.11 The Standards Committee were of the opinion that the consideration of complaints by the Monitoring Officer, in consultation with the Independent Person, provided a robust and appropriate consideration of a complaint to ensure that trivial complaints were not progressed through the system.
- 5.12 The Standards Committee were satisfied that natural justice is followed for the hearings process and that papers will always be considered, if supplied, when requested. If these are not supplied until the day of the hearing, it will then be at the discretion of the panel as to if they are considered.
- 5.13 The Standards Committee recognised concerns regarding the requirement for Councillors to contribute to training costs and therefore decided an upper limit should be imposed on this of a value of no greater than one month's Members Allowances payment for District Councillors and a maximum of £100 for Parish and Town Councillors. It should be noted that any recommended sanction for Parish/Town Councillors would have to be approved by the relevant Council.
- 5.14 The Standards Committee were reassured that to date the process for handling unreasonable or unreasonably persistent complaints had not been used. They also accepted that the Council needed to have this in place in case such a matter occurred.
- 5.15 The Standards Committee recognised the expectation of Councillors to be informed when there is a complaint about them. They also expected that Councillors would come and discuss the complaint informally with the Monitoring Officer without question. The Monitoring Officer will ensure that a copy of the complaint is disclosed to the Councillor once this meeting has been completed, so long as to do so may not impact on any potential investigation. However, some information may be redacted to protect third party data, as set out within the Data Protection Act.
- 5.16 The Standards Committee was assured that the arrangements for complaints handling is a matter for the Standards Committee, but that amendments to the Code and its associated documents such as DPI form and Gifts is a matter for Council.
- 5.17 The Standards Committee is confident the work is robust and lawful and has been approved by WCC legal as advisors to this Council, therefore it did not need to be written, in the whole, by a Solicitor.
- 5.18 During the consultation on this report two Councillors did ask how the Group Leaders could enforce some of the proposals outlined at 3.15. This would be a matter for Group Leaders to consider after the election, however these proposals were brought forward following consultation with and at the request of Group Leaders.

## Burton Green Parish Council Code of Conduct

### Part A – General Obligations

As a member or co-opted member of Burton Green Parish Council, I have a responsibility to represent the community and work constructively with our staff and partner organisations to secure better social, economic and environmental outcomes for all.

I recognise that this Code of Conduct will apply at all times when I am acting as a member of Burton Green Parish Council and I recognise that failure to adhere to this Code could result in the issuing of sanctions against me.

In accordance with the Localism Act provisions, when acting in this capacity I am committed to behaving in a manner that is consistent with the following principles to achieve best value for our residents and maintain public confidence in this Authority:

**SELFLESSNESS:** Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**INTEGRITY:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

**OBJECTIVITY:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**ACCOUNTABILITY:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**OPENNESS:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**HONESTY:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**LEADERSHIP:** Holders of public office should promote and support these principles by leadership and example.

As a Member of Burton Green Parish Council, my conduct will in particular address the principles of the Code of Conduct by:

- Championing the needs of residents – the whole community and in a special way my constituents, including those who did not vote for me - and putting the public interests first.
- Dealing with representations or enquiries from residents, members of our communities and visitors fairly, appropriately and impartially.
- Not allowing other pressures, including the financial interests of myself or others connected to me, to deter me from pursuing constituents' casework, the interests of the Authority or the good governance of the Authority in a proper manner.
- Recognising that all parties are equal and my position is one of privilege and not one that should be used to secure advantage or disadvantage for any party.
- Exercising independent judgement and not compromising my position by placing myself under obligations to outside individuals or organisations who might seek to influence the way I perform my duties as a member/co-opted member of this Authority.
- Listening to and respecting the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective, making decisions on merit and providing reasons for the decisions taken.
- Being accountable for my decisions and co-operating when scrutinised internally and externally, including by local residents.
- Contributing to making this Authority's decision-making processes as open and transparent as possible to enable residents to understand the reasoning behind those decisions and to be informed when holding me and other members to account.
- Never disclosing information given to me in confidence by anyone, or information acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, except where:
  - (1) I have the consent of a person authorised to give it;
  - (2) I am required by law to do so; and
  - (3) The disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
  - (4) The disclosure is
    - (a) Reasonable and in the public interest; and
    - (b) Made in good faith and in compliance with the reasonable requirements of the authority.
- Behaving in accordance with all my legal obligations, alongside any requirements contained within this Council's policies, protocols and procedures, including those on the use of the Council's resources (which shall never be for political purposes).
- Valuing and respecting my colleagues and staff and engaging with them in an appropriate manner and one that underpins the mutual respect between us that is essential to good local government.

- Always treating people with respect and acting in a polite and courteous manner, including the organisations and public I engage with and those I work alongside, both officers and fellow Members.
- Providing leadership through behaving in accordance with the principles of this Code when championing the interests of the community with other organisations as well as within this Council.
- Never intimidating or attempting to intimidate, or bully any person.
- Never doing anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the Council.
- Accepting that the failure to co-operate in trying to resolve a complaint; the investigation of a complaint; the pre-hearing and hearing process will be a breach of this Code of Conduct.
- The failure to comply with a sanction imposed by the Council, Standards Committee or a Hearing Panel, within the required time period, will in itself be a failure to comply with this Code of Conduct.
- Recognising that by failing to adhere to the Code, I could bring my office or Council into disrepute.

## Part B – Disclosable Pecuniary Interests

### 1 Notification of disclosable pecuniary interests

This part explains the requirements of the Localism Act 2011 (Sections 29-34) in relation to disclosable pecuniary interests. These are enforced by criminal sanction but would also be seen as a breach of the Code of Conduct by the Council.

Within 28 days of becoming a Member or co-opted Member, or becoming aware of any changes to your interests, you must notify the Monitoring Officer of any 'disclosable pecuniary interests'.

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:

| <b>Subject</b>                                    | <b>Prescribed description</b>  |
|---|--|
| Employment, office, trade, profession or vocation | Any employment, office, trade, profession or vocation carried on for profit or gain.   |
| Sponsorship                                       | Any payment or provision of any other financial benefit (other than from the Warwick District Council) made or provided within the 12 months before your declaration of interests (or amendment to your declaration) in respect of any expenses incurred by you in carrying out duties as a member, or towards your 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. |
| Contracts   | Any contract which is made between you or your partner (or a firm or body corporate in which you or your partner is a partner or a director, or in the securities of which you or your partner has a beneficial interest) and Burton Green Parish Council<br>(a) under which goods or services are to be provided or works are to be executed; and<br>(b) which has not been fully discharged.   |



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|--|---|
| Land, which excludes an easement, servitude, interest or right in or over land which does not carry with it a right for you or your partner (alone or jointly with another) to occupy the land or to receive income  | Any beneficial interest in land which is within the area of Burton Green Parish Council.  |
| Licences   | Any licence (alone or jointly with others) to occupy land in the area of Warwick District Council for a month or longer.  |
| Corporate tenancies  | Any tenancy where (to your knowledge)—<br>(a) the landlord is Burton Green Parish Council; and<br>(b) the tenant is a body in which you or your partner has a beneficial interest.  |
| Securities which 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(1) and other securities of any description, other than money deposited with a building society | Any beneficial interest in securities of a body where—<br>(a) that body (to your knowledge) has a place of business or land in the area of Burton Green Parish Council; and<br>(b) either—<br>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or<br>(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 relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class. |

- “the Act” means the Localism Act 2011;
- “director” includes a member of the committee of management of an industrial and provident society;
- “member” includes a co-opted member;

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(1) 2000 c. 8.

## **2 Register of interests**

Any interests notified to the Monitoring Officer will be included in the register of interests.

A copy of the register will be available for public inspection, at Riverside House, Royal Leamington Spa and disclosable pecuniary interests will be published on the authority's website.

## **3 Sensitive interests**

Where you consider that disclosure of the details of a disclosable pecuniary interest 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 disclosable pecuniary interest, the details of which are withheld under Section 32(2) of the Act.

## **4 Non participation in the case of disclosable pecuniary interest**

If you are present at a meeting of the Council, or any committee, sub-committee, joint committee or joint sub-committee, and you have a disclosable pecuniary interest in any matter to be considered or being considered at the meeting, unless you have been granted a dispensation:

- (a) You may not participate in any discussion of the matter at the meeting and must leave the room for the duration of this item
- (b) You may not participate in any vote taken on the matter at the meeting.
- (c) You must disclose the interest to the meeting.
- (d) 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.

Note: Council Procedure rule 13(b) requires you to leave the room where the meeting is held while any discussion or voting takes place unless you have a dispensation

## **5 Dispensations**

The Council may grant you a dispensation, to consider specific matters for a time set at their discretion, but only in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest. See Part C -7(2) for General Dispensations granted by Council.

## **6 Offences**

It is a criminal offence, under the Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 to:

- (1) Fail to notify the Monitoring Officer of any disclosable pecuniary interest within 28 days of election

- (2) Fail to disclose a disclosable pecuniary interest at a meeting if it is not on the register
- (3) Fail to notify the Monitoring Officer within 28 days, of a disclosable pecuniary interest that is not on the register that you have disclosed to a meeting
- (4) Participate in any discussion or vote on a matter in which you have a disclosable pecuniary interest without a dispensation
- (5) Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a disclosable pecuniary interest or in disclosing such interest to a meeting (unless you have dispensation).

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 up to 5 years.

In addition to the above, this Council would also recognise that the following would amount to a breach of the Code of Conduct:

- Failure to notify the Monitoring officer of any changes to disclosable pecuniary interest within 28 days
- Failure to disclose a disclosable pecuniary interest at a meeting
- Failure to leave the meeting room when an item relating to a disclosable pecuniary interest is discussed

## **Part C- Other interests**

### **1 Notification of other interests**

- (1) Subject to paragraph 4 below, (Sensitive interests), you must, within 28 days of;—
  - (a) this Code being adopted by the Council;
  - (b) your election or appointment to office; or
  - (c) any changes occurring to the declared interest;

notify the Monitoring Officer in writing of the details of your personal interests, falling within Paragraph 2(2) (A) below, for inclusion in the register of interests.

- (2) You must, within 28 days of becoming aware of any new personal interest, notify the Monitoring Officer of the details of that new personal interest.

### **2 Disclosure of interests**

- (1) Where you have a personal interest in any business of the Burton Green Parish Council, and where you are aware or ought reasonably to be aware of the existence of the personal interest, and you attend a meeting of the Council, any committees or sub-committees or joint committees or sub-committees at which the business is considered, you must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.
- (2)
  - (A) You have a personal interest in any business of the Burton Green Parish Council 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 ward affected by the decision;

- (B) In sub-paragraph (2) (A), a *relevant person* is 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)
  - (C) You have a personal interest in any business of the Burton Green Parish Council which relates to any disclosable pecuniary interest you are required to register
- (3) Where you have a personal interest in any business of the Burton Green Parish Council which relates to or is likely to affect a relevant person, you need to disclose to the meeting the existence and nature of that interest when you address the meeting on that business.
  - (4) Where you have a personal interest in any business of the Burton Green Parish Council regarding gifts and hospitality, you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
  - (5) Where you have a personal interest but, by virtue of Paragraph 4, Sensitive interests, information relating to it is not registered in your Authority's register of members' interests, you must indicate to the meeting that you have a personal interest, but need not disclose the sensitive information to the meeting.

### **3 Register of other interests**

Any interests notified to the Monitoring Officer will be included in the register of interests.

A copy of the register will be available for public inspection at Riverside House. Members can ask for their other interests not to be published on the District Council's website.

Where a disclosable pecuniary interest is notified to the Monitoring Officer it need not be separately notified or separately registered as a personal interest.

### **4 Sensitive interests**

Where you consider that disclosure of the details in an interest 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 an interest, the details of which are withheld.

### **5 Non participation in case of prejudicial interests**

- (1) Where you have a personal interest in any business of the Burton Green Parish Council that interest will also be a prejudicial interest if a member of the public with knowledge of the relevant facts would reasonably regard that interest as so significant that it is likely to prejudice your judgement of the public interest **and** that business —

- (a) affects your financial position or the financial position of a relevant person; or
  - (b) relates to the determining of any approval, consent, licence, permission or registration in relation to you or a relevant person.
- (2) Subject to sub-paragraph (3) and 7 (dispensations) , where you have a prejudicial interest in any business of the Burton Green Parish Council—
- (a) You may not participate in any discussion of the matter at the meeting;
  - (b) You may not participate in any vote taken on the matter at the meeting;
  - (c) If the interest is not registered, you must disclose the interest to the meeting; and
  - (d) 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.

Note: Council Procedure Rule 37 requires you to leave the room where the meeting is held while any discussion or voting takes place unless you have a dispensation.

- (3) Where you have a prejudicial interest in any business of the Burton Green Parish Council, 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 where the meeting is held immediately after making representations, answering questions or giving evidence.

## **6 Dispensations**

- (1) The Standards Committee may grant you a dispensation, to participate in full or in part where you have a prejudicial interest. A member must apply for dispensation, in writing to the Monitoring Officer, outlining their personal and prejudicial interest and the reasons why they feel dispensation should be granted.

These will only be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a prejudicial interest.

### **General Dispensations**

- (2) The Council has granted the following dispensation to all members and co-opted members of the Council in respect of both disclosable pecuniary interests and prejudicial interests

Provided you disclose the interest at the meeting you may attend a meeting and vote on a matter where you have a prejudicial or disclosable pecuniary interest that relates to the functions of the Burton Green Parish Council in respect of—

- (i) housing, where you or your partner are a tenant of the Burton Green Parish Council provided that those functions do not relate particularly to your or your partner's tenancy or lease;
- (ii) school meals or school transport and travelling expenses, where you or your partner 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;

- (iii) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992, where you or your partner are in receipt of, or are entitled to the receipt of, such pay;
- (iv) an allowance, payment or indemnity given to members;
- (v) any ceremonial honour given to members; and
- (vi) setting council tax or a precept under the Local Government Finance Act 1992.

## 8 **Gifts & Hospitality**

Within 28 days of receipt you must inform the Monitoring Officer of any gift or hospitality received equal to or greater than a value of £25.

This notification will include the details of what was received, what was done with the gift and the date it was received.

**Disclosable Pecuniary Interests Form**

I,

a Member of Burton Green Parish Council hereby register that I have the following disclosable pecuniary interests (*please state 'None' where appropriate*):

|   |
|---|
| <p><b>Employment</b> - Employment, office, trade, profession or vocation, carried on for profit or gain by you or your partner</p>  |
|   |
| <p><b>Sponsorship</b> - Any payment or provision of any other financial benefit (other than from the Burton Green Parish Council) made or provided within the 12 months before your declaration of interests or any amended declaration in respect of any expenses incurred by you in carrying out duties as a member, or towards your 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.</p> |
|   |
| <p><b>Contracts</b> - Any contract which is made between you or your partner (or a firm or body corporate in which you or your partner is a partner or a director, or in the securities of which you or your partner has a beneficial interest) <b>and</b> the Council</p> <ul style="list-style-type: none"><li>(a) under which goods or services are to be provided or works are to be executed; and</li><li>(b) which has not been fully discharged.</li></ul>   |
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| <p><b>Land</b> - "Land, any beneficial interest in land which is within the area of Burton Green Parish Council, this <u>excludes</u> an easement, servitude, interest or right in or over land which does not carry with it a right for you or your partner (alone or jointly with another) to occupy the land or to receive income</p>   |
| <p><b>Licences</b> - Any licence (alone or jointly with others) for you or your partner to occupy land in the area of the Burton Green Parish Council for a month or longer.</p>   |
| <p><b>Corporate tenancies</b> - Any tenancy where (to your knowledge)—</p> <ul style="list-style-type: none"> <li>(a) the landlord is Burton Green Parish Council; and</li> <li>(b) the tenant is a body in which you or your partner has a beneficial interest i.e. a firm or body corporate in which you or your partner is a partner or a director, or in the securities of which you or your partner has a beneficial interest.</li> </ul>   |
| <p><b>Securities</b> - which 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</p> <p>Any beneficial interest in securities of a body held by you or your partner where—</p> <ul style="list-style-type: none"> <li>(a) that body (to your knowledge) has a place of business or land in the area of the Warwick District Council; and</li> <li>(b) either— <ul style="list-style-type: none"> <li>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</li> <li>(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 you or your partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</li> </ul> </li> </ul> |



**Other Interests Form**

A matter being considered by the Burton Green Parish Council where a decision in relation to that matter might reasonably be regarded as affecting you or a relevant person's well-being or financial position to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected by the decision;

(these are matters which are not already covered by the disclosures above)

I, Councillor..... agree/do not agree that Burton Green Parish Council may publish my other interests form on the District and Parish/Town Council's website.

**Signed:** .....

**Councillor**

**Date:** .....

**RECEIVED:**

**Signed:** .....

**Proper Officer of the Council**

**Date:** .....

*NOTE: This notification must be given by the Member to the Monitoring Officer of Warwick District Council within 28 days of any changes.*

## **Notification by a Member of Burton Green Parish Council of the Receipt of a Gift or Hospitality over the value of £25.00**

I,

a Member of Burton Green Parish Council, give notice that I have received the following gift(s) / hospitality (*delete whichever does not apply*) over the value of £25.00:

(a) *Date(s) of receipt of gift(s) / hospitality*

(b) *Name(s) and address(es) of donor(s)*

(c) *Nature of gift(s) and / or hospitality*

Date:

Signed:

*NOTE: This notification must be given by the Member to the Monitoring Officer of Burton Green Parish Council within 28 days of receiving any gift or hospitality over the value of £25.00*

### **Proposals for a Joint Standards Committee & Arrangements for appointment to that Committee**

#### **Remit**

The responsibilities for the Committee will be as defined by Warwick District Council within its Constitution.

#### **Membership**

The Committee shall be no larger than 15 members comprising of:

- 11 Warwick District Councillors
- 2 Representatives of Parish Councils from within Warwick District
- 2 Representatives of Town Councils from within Warwick District

#### **Appointment of Membership**

All appointments will be made by Warwick District Council at a meeting of the Council, in line with its procedure rules.

Nominations for the appointments to the Parish & Town Council representative roles will be made as follows.

Nominations will be sought by the District Council for:

- A representative from the rural Parish Councils to the West of the District (as set within the Warwick Rural West Community Forum) with the addition of Burton Green Parish Council)
- A representative from the rural Parish Councils to the east of the District (as set out in the Warwick rural East Community Forum)
- Two representatives from the Four Town Council's within the District (with the provision that the two appointed shall not be from the same authority)

No representative of the Parish & Town Councils can also be a member of either Warwickshire County Council or Warwick District Council.

Any Council can propose a Councillor for any of the above positions.

At the close of nominations all Councils will be written to asking for their preferred and second choice candidate to represent their area. For example Leek Wootton & Guys Cliffe will be asked for their preferred candidate (from those nominated) for the rural West representative and Whitnash Town Council be asked for the same for their two preferred candidates for the Town Council representatives.

The votes received will be reported to Warwick District Council for them to determine who should be appointed.