



GAWSWORTH PARISH COUNCIL

CODE OF CONDUCT FOR COUNCILLORS

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INTRODUCTION

- 1.1 Gawsworth Parish Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of conduct and underpin public confidence in the authority and its Councillors and co-opted Members (referred to collectively in this Code as "Councillors").
- 1.2 This code has been adopted under the Localism Act 2011 and is based on the 'Seven Principles of Public Life', also known as the 'Nolan Principles' which apply to all holders of public office. It has been prepared using the code adopted by Cheshire East Council and the model published by the Local Government Association.
- 1.3 Guidance that may assist interpreting and understanding aspects of the code can be found here: [Guidance on Local Government Association Model Councillor Code of Conduct | Local Government Association](#)
- 1.4 It is important that Councillors can be held accountable, and all adopt the behaviours and responsibilities associated with the role. Conduct as an individual Councillor affects the reputation of all Councillors. The Council wants the role of Councillor to be one that people aspire to. The Council also wants individuals from a range of backgrounds and circumstances to be putting themselves forward to become Councillors.
- 1.5 Councillors represent local residents, work to develop better services and deliver local change. The public have high expectations of Councillors and entrust them to represent their local area, taking decisions fairly, openly, and transparently. Councillors have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.
- 1.6 Importantly, Councillors should be able to undertake the role as a Councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.
- 1.7 This Code has been designed to protect the democratic role of Councillors, encourage good conduct and safeguard the public's trust in local government.
- 1.8 Whilst this Code has been prepared to govern the conduct of Councillors; it also forms the basis of the conduct expected of officers of the council.

RAISING CONCERNS

- 1.9 Whilst a formal complaint may be made by any person to the Monitoring Officer of Cheshire East Council, the Council encourages concerns to be first informally raised with the Clerk or Chair to ascertain if an informal resolution is possible.
- 1.10 Concerns may be raised informally by emailing the Clerk at clerk@gawsworthpc.org.uk or their chair at chair@gawsworthpc.org.uk.
- 1.11 This code is supported by a process that will be followed if a complaint is made. A complaint should be made to the Monitoring Officer¹ of Cheshire East Council with sufficient information to substantiate it.
- 1.12 Information on making a formal complaint is available on the Cheshire East Council website.

DEFINITIONS

- 2.1 For the purposes of this Code of Conduct, a “Councillor” means an elected Councillor or co-opted Member of Gawsworth Parish Council.
- 2.2 A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who:
- a) is a member of any committee or sub-committee of the authority, or;
 - b) is a member of, and represents the authority on, any joint committee or joint subcommittee of the authority;
- and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

PURPOSE OF THE CODE OF CONDUCT

- 3.1 The purpose of this Code is to assist Councillors, in modelling the behaviour that is expected of them, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against them.
- 3.2 It is also to protect the Councillor, their fellow Councillors, the public, council officers and the reputation of the Council and of local government. It sets out general principles of conduct expected of all Councillors and specific obligations in relation to standards of conduct.

¹ The Monitoring Officer is a statutory officer at Cheshire East Council responsible for the legal governance of the council. The Monitoring Officer has a legal duty to apply the Code of Conduct for Cheshire East Council and town and parish councils within the borough.

- 3.3 The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

COUNCILLOR CONDUCT

- 4.1 Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, Councillors and council officers; should uphold the Nolan Principles

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

- 4.2 Building on these principles, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in me, on all occasions I will:

- *act with integrity and honesty*
- *act lawfully*
- *treat all persons fairly and with respect*
- *act in an open and transparent manner*
- *lead by example and act in a way that secures public confidence in my role*

In undertaking my role I will:

- *impartially exercise my responsibilities in the interests of the local community*
- *not improperly seek to confer an advantage, or disadvantage, on any person*
- *avoid, declare and resolve conflicts of interest*
- *exercise reasonable care and diligence*
- *ensure that public resources are used prudently in accordance with the council's requirements and in the public interest*

APPLICATION OF THE CODE OF CONDUCT

- 5.1 This Code applies to Councillors as soon as they sign the declaration of acceptance of the office of Councillor or attend their first meeting as a co-opted member, and it continues to apply until they cease to be a Councillor or Co-opted Member.
- 5.2 This Code of Conduct applies when they are acting in their capacity as a Councillor or Co-opted Member which may include if:
- a. They misuse their position as a Councillor
 - b. Their actions would give the impression to a reasonable member of the public with knowledge of all the facts that they are acting as a Councillor
- 5.3 The Code applies to all forms of communication and interaction, including:
- at face-to-face meetings
 - at online or telephone meetings
 - in written communication
 - in verbal communication
 - in non-verbal communication
 - in electronic and social media communication, posts, statements, and comments.
- 5.4 Councillors are also expected to uphold high standards of conduct and show leadership at all times when acting as a Councillor.
- 5.5 The Cheshire East Council Monitoring Officer has statutory responsibility for the implementation of this Code of Conduct. Advice may be sought from the Parish Council Clerk who may refer matters to the Monitoring Officer

STANDARDS OF COUNCILLOR CONDUCT

- 6.1 This section sets out the obligations of Councillors, which are the minimum standards of conduct required. Should conduct fall short of these standards, a complaint may be made against a Councillor, which may result in action being taken.
- 6.2 Guidance is included to help explain the reasons for the obligations and how they should be followed.

GENERAL CONDUCT

RESPECT

As a councillor I:

- *will treat everyone I come into contact with as a Councillor with respect, and respect the role they play. This includes other councillors, council officers, members of the public, representatives of partner organisations and volunteers.*

- 6.3 Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. A Councillor, can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. They should not, however, subject individuals, groups of people or organisations to personal attack.
- 6.4 In contact with the public, Councillors should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.
- 6.5 In return, Councillors have a right to expect respectful behaviour from others. If members of the public are being abusive, intimidatory or threatening Councillors are entitled to stop any conversation or interaction in person or online and report them to the relevant local authority, social media provider or the police. This also applies to fellow Councillors, where action could then be taken under the Councillor Code of Conduct, and council officers, where concerns should be raised in line with relevant policies.

BULLYING, HARASSMENT AND DISCRIMINATION

As a councillor I:

- *do not bully any person*
- *do not harass any person*
- *do not discriminate unlawfully against any person*

- 6.6 The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

- 6.7 The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.
- 6.8 Because bullying and harassment can be subjective by its very nature, any complaints of such behaviour will be subject to an objective assessment of all the circumstances surrounding the allegation.
- 6.9 Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 6.10 The Equality Act 2010 places specific duties on the council. Councillors have a central role to play in ensuring that equality issues are integral to the council's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

IMPARTIALITY OF OFFICERS OF THE COUNCIL

As a councillor I:

- *do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the council.*

- 6.11 Officers work for the council as a whole and must be politically neutral (there are no political assistants at the Parish Council). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, for having acted in a particular way, or in respect of the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.
- 6.12 Councillors should always use the appropriate routes to raise issues and inform decision making.

CONFIDENTIALITY AND ACCESS TO INFORMATION

As a councillor I:

- *do not disclose information given to me in confidence by anyone, or acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless:*
 - a) *I have received the consent of a person authorised to give it*
 - b) *I am required by law to do so*
 - c) *the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person or*
 - d) *the disclosure is:*
 - *reasonable and in the public interest; and*
 - *made in good faith and in compliance with the reasonable requirements of the access to information procedure rules; and*
 - *I have sought the views of the Clerk or Monitoring Officer prior to its release.*
- *I do not improperly use knowledge gained solely as a result of my role as a Councillor for the advancement of myself, my friends, my family members, my employer or my business interests.*
- *I do not prevent anyone from getting information that they are entitled to by law.*

- 6.13 Gawsworth Parish Council must work openly and transparently, and its proceedings and printed materials are open to the public, except in certain legally defined circumstances. Councillors should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

DISREPUTE

As a councillor I:

- *do not bring my role into disrepute*
- *am seen as a representative of my council and seek to uphold the image and reputation of the Council*

- *will not bring my council into disrepute*

- 6.14 Councillors are trusted to make decisions on behalf of the community and their actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. Councillors should be aware that their actions might have an adverse impact on themselves, other Councillors and/or their Council and may lower the public's confidence in them or the Council's ability to discharge its functions. For example, behaviour that is considered dishonest and/or deceitful can bring the council into disrepute.
- 6.15 Councillors are able to hold the Council and fellow Councillors to account and are able to bring legitimate challenge in relation to Council functions and operation, criticise and express concern about decisions, services and processes undertaken by the Council whilst continuing to adhere to other aspects of this Code of Conduct. The Code of Conduct does not stifle political debate, prohibit whistleblowing, or prevent Councillors from campaigning on issues of local concern.

USE OF POSITION

As a councillor I:

- *do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.*

- 6.16 The position as a Councillor provides councillors with certain opportunities, responsibilities, and privileges, and they make choices all the time that will impact others.
- 6.17 However, they should not take advantage of these opportunities to further their own or others' private interests or to disadvantage anyone unfairly.

USE OF LOCAL AUTHORITY RESOURCES AND FACILITIES

As a councillor I:

- *do not misuse council resources.*
- *will, when using the resources of the local authority or authorising their use by others:*
 - a) *act in accordance with the local authority's requirements; and*

b) ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

6.18 A Councillor may be provided with resources and facilities by the council to assist in carrying out their duties as a Councillor. Examples include office support, stationery, equipment such as computers, transport and access and use of council buildings and rooms.

6.19 These are provided to help them carry out their role as a Councillor more effectively and are not to be used for business, personal, or political gain. They should be used in accordance with the purpose for which they have been provided and the Council's own policies regarding their use.

COMPLYING WITH THE CODE OF CONDUCT

As a councillor I:

- *undertake Code of Conduct training provided by my Council*
- *cooperate with any Code of Conduct investigation and/or determination*
- *do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings*
- *comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.*

6.20 It is extremely important for Councillors to demonstrate high standards, for them to have their actions open to scrutiny and for them not to undermine public trust in the council or its governance. If a Councillor does not understand or is concerned about the Cheshire East Council processes in handling a complaint they should raise this with the Monitoring Officer.

INTERESTS

As a councillor I:

- *register and disclose my interests*

- 7.1 It is a requirement that the Monitoring Officer establishes and maintains a register of Councillors' interests. The register is a public document that can be consulted when (or before) an issue arises.
- 7.2 Councillors are required to register their interests so that the public, council employees and fellow Councillors know which of interests might give rise to a conflict of interest. The register also protects Councillors by allowing them to demonstrate openness and a willingness to be held accountable.
- 7.3 Councillors are personally responsible for deciding whether or not they should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by Councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.
- 7.4 It should be noted that failure to register or disclose a disclosable pecuniary interest as set out in Table 1, is a criminal offence under the Localism Act 2011.
- 7.5 Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt advice can be sought from the Monitoring Officer or the Clerk.

GIFTS AND HOSPITALITY

As a councillor I:

- *do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.*
- *will only accept gifts and hospitality when on a scale appropriate to the circumstances, and where it is apparent that no cause could reasonably arise for adverse criticism about the acceptance of the gift or hospitality.*

Hospitality is usually acceptable when the invitation is corporate not personal.

- *I will register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.*
- *I will register with the Monitoring Officer any gift, hospitality or other personal benefit which I have received and which exceeds £50 in value*

- 8.1 Whatever gift or hospitality is provided to a Councillor, other than a gift or hospitality of nominal value only (such as drink, or small items of stationery), the Councillor should report the circumstances and the type of hospitality to the Monitoring Officer. Small insignificant gifts of a value of less than £50, such as pens, diaries, calendars, mouse mats or mugs, may be accepted.
- 8.2 Gifts include anything which is of personal value to the recipient such as items for personal or family use and discounts or special terms for services etc.
- 8.3 In order to protect the Councillor's position and the reputation of the Council, Councillors should exercise caution in accepting any gifts or hospitality which are (or which they reasonably believe to be) offered because they are a Councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case they could accept it but must ensure it is publicly registered.
- 8.4 Corporate gifts and/or hospitality may on occasion be offered to Councillors carrying out duties associated with a ceremonial role such as the Council Chair. If the gift or hospitality is offered in ceremonial capacity, it can be accepted and noted on the register for the office being held. For example, the Council Chair receives a gift on behalf of the Council, the gift will be recorded in the Council Chair's register and retained by the Parish Council. A gift received by the Council Chair as a token of thanks for attending a function, such as flowers, will be recorded as a personal gift within the register as appropriate. Gifts of a greater value should only be accepted on the basis that the gift or hospitality is declared. Gifts or hospitality (if appropriate) accepted in a ceremonial capacity may be donated to charitable or other appropriate causes.
- 8.5 Councillors do not need to register gifts and hospitality which are not related to their role as a Councillor, such as Christmas gifts from friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with duties as a Councillor. Guidance can be obtained from the Clerk or Monitoring Officer.

PREDETERMINATION, PREDISPOSITION AND BIAS

- 9.1 Issues of predetermination, predisposition and bias can arise in parallel to the provisions of the Code of Conduct, but are not part of the Code itself.
- 9.2 Councillors must be mindful of falling foul of the general obligations of this code by taking part in decisions where they are biased or have pre-determined the matter in question.
- 9.3 Simply put, a Councillor will be biased or will have pre-determined a matter if they have approached a matter with a closed mind. That is to say if they have made up their mind which way they will decide a matter before all of the relevant considerations are presented and debated in the appropriate decision making forum.
- 9.4 Previous actions or statements of a Councillor will not be taken by themselves as proof of predetermination. A Councillor may be predisposed to a certain point of view, however notwithstanding any predisposition, Members need to be careful to ensure they approach and, insofar as is possible, are seen to approach decisions with an open mind.
- 9.5 Particular scenarios to be mindful of are where a Councillor, in some other role, is seen to be a promoter or advocate for a proposal which later comes before them for decision. A risk arises when there has been significant personal involvement in preparing or advocating the proposal such that a Councillor may become or may be perceived by the public as being no longer able to approach the decision with an open mind.
- 9.6 If a Councillor considers they have pre-determined a matter they should declare it. They should not speak or vote on the proposal. They may, however, make representations on the proposal if a member of the public also has the right to do so. They are not legally obliged to withdraw from the meeting for the remainder of the debate and vote but in most circumstances doing so will counter any suggestion that you influenced the remaining Councillors by your continued presence. If they do not withdraw, as a minimum they must withdraw to the public area of the meeting room for the whole of the consideration of the matter, whether or not they are also exercising your right to speak.
- 9.7 If a body appearing in Table 2 of a Councillor's register of interest has determined a position on a matter under consideration at the Council, the Councillor should make this known to the meeting.
- 9.8 If in any doubt Councillors should seek advice from the Monitoring Officer, Clerk or ChALC.

APPENDICES

APPENDIX A THE SEVEN PRINCIPLES OF PUBLIC LIFE

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies, and in the health, education, social and care services.

All public office holders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services. The custodians of the Principles of Public Life are the Ethics and Integrity Commission.

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

APPENDIX B REGISTERING INTERESTS

Within 28 days of becoming a Councillor or on re-election or re-appointment to office Councillors must register with the Monitoring Officer the interests which fall within the categories set out in Table 1 (Disclosable Pecuniary Interests) which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. Councillors should also register details of other personal interests which fall within the categories set out in Table 2 (Other Registerable Interests).

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

“Partner” means a spouse or civil partner, or 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.

- Councillors must ensure that their register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer and Parish Clerk.
- A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the Councillor, or a person connected with the Councillor, being subject to violence or intimidation.
- Where a Councillor has a ‘sensitive interest’ they must notify the Monitoring Officer with the reasons why they believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

NON PARTICIPATION IN CASE OF DISCLOSABLE PECUNIARY INTEREST

Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in Table 1, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. You are able to make a brief statement prior to leaving the meeting to describe the context of your decision.

Specific guidance regarding the declaration of interests at planning committee is available here: <https://www.local.gov.uk/publications/probity-planning-advice-councillors-and-officers-making-planning-decisions>

Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Where a Councillor is the chair of any committee and has a disclosable pecuniary interest on a matter to be considered by them or they are being consulted upon for an officer decision, they must notify the Parish Clerk of the interest and must not take any steps or further steps in the matter apart from arranging for the Deputy Chair or someone else to deal with it

DISCLOSURE OF OTHER REGISTERABLE INTERESTS

Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of a Councillor's *Other Registerable Interests* (as set out in Table 2), they must disclose the interest. They may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless they have been granted a dispensation. If it is a 'sensitive interest', they do not have to disclose the nature of the interest.

DISCLOSURE OF NON-REGISTERABLE INTERESTS

Where a matter arises at a meeting which directly relates to a Councillor's financial interest or wellbeing (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or wellbeing of a relative or close associate, they must disclose the interest.

The Councillor may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, they must not take part in any discussion or vote on the matter and must not remain in the room unless they have been granted a dispensation.

If it is a 'sensitive interest', they do not have to disclose the nature of the interest. They are able to make a brief statement prior to leaving the meeting to describe the context of their decision.

Where a matter arises at a meeting which affects:

- Their own financial interest or wellbeing; or
- a financial interest or well-being of a relative or close associate; or
- a financial interest or wellbeing of a body included under Other Registrable Interests as set out in Table 2

the Councillor must disclose the interest. In order to determine whether they can remain in the meeting after disclosing the interest the following test should be applied. Where a matter (referred to above) affects the financial interest or wellbeing:

- to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

They may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, they must not take part in any discussion or vote on the matter and must not remain in the room unless they have been granted a dispensation.

The Councillor is able to make a brief statement prior to leaving the meeting to describe the context of their decision. If it is a 'sensitive interest', they do not have to disclose the nature of the interest.

Where the Councillor is the Chair of any committee and has another Registrable Interest or Non-Registrable Interest on a matter to be considered by them or they are being consulted upon for an officer decision, they must notify the Parish Clerk of the interest and must not take any steps or further steps in the matter apart from arranging for the Deputy Chair or someone else to deal with it.

TABLE 1: DISCLOSABLE PECUNIARY INTERESTS

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant authorities (Disclosable Pecuniary Interests) Regulations 2012.

Section	Explanation
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 council) made to the Councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a Councillor, or towards his/her 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 made between the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council - a) under which goods or services are to be provided or works are to be executed; and b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
Corporate tenancies	Any tenancy where (to the Member’s knowledge)— the landlord is the council; and

	the tenant is a body that the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— that body (to the Councillor’s knowledge) has a place of business or land in the area of the council; and either— • the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or • 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 Councillor, or his/ her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

- ‘director’ includes a member of the committee of management of an industrial and provident society.
- ‘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.

TABLE 2 OTHER REGISTRABLE INTERESTS

You must register as an Other Registrable Interest:

- any unpaid directorships
- any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- any body of which you are a member or in a position of general control or management and which is:
 - i) exercising functions of a public nature or
 - ii) directed to charitable purposes or
 - iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)