

## **HIGH PEAK BOROUGH COUNCIL**

### **Report to Standards Committee**

**4 July 2019**

<b>TITLE:</b>	<b>Committee on Standards in Public Life – Ethical Standards Review</b>
<b>EXECUTIVE COUNCILLOR:</b>	<b>Councillor Alan Barrow – Corporate Services and Finance</b>
<b>CONTACT OFFICER:</b>	<b>Executive Director (People) and Monitoring Officer</b>
<b>WARDS INVOLVED:</b>	<b>All</b>

#### **Appendices attached:**

- 1. The Committee on Standards in Public Life Report on Local Government Ethical Standards dated January 2019**
- 2. The initial assessment criteria which is used by the Northern Ireland Local Government Commissioner for Standards in Public Life**
- 3. Draft revised Code of Conduct**

#### **1. Reason for the Report:**

- 1.1. To inform Members about the best practice recommendations made by the Committee on Standards in Public Life after their recent review into ethical standards in local government and to request authority to adopt the recommendations into the Council's local ethical framework where appropriate.**

#### **2. Recommendation**

- 2.1 That the Standards Committee notes the contents of the report and approves the adoption of the best practice recommendations into the Council's ethical standards framework where appropriate.**
- 2.2 To RECOMMEND to Council that the revised Code of Conduct be approved as attached at Appendix 3.**

- 2.3 That the initial assessment criteria attached at Appendix 2 be adopted for use under the Council's Arrangements for dealing with Standards Complaints under the Localism Act 2011.

### 3. Executive Summary

- 3.1 The Standards Committee which met in March 2019 considered a report which summarised the outcome of a review of local government ethical standards by the Government's Committee on Standards in Public Life (the 'CSPL'). The CSPL considers that robust standards arrangements are needed to safeguard local democracy, maintain high standards of conduct, and to protect ethical practice in local government.
- 3.2 The election of a new political administration presents a timely opportunity to review the best practice recommendations which came out of the CSPL's report and consider whether the Council's local ethical standards arrangements should be revised to include the recommendations. The CSPL's report is enclosed in the Appendix 1.
- 3.3 The report confirms the position as far as the Council is concerned in respect of each best practice recommendation made by the CSPL and, where appropriate, proposes changes to the Council's Code of Conduct and Arrangements for dealing with Standards Complaints to meet these recommendations.

### 4. Implications

4.1 Community Safety - (Crime and Disorder Act 1998)

None.

4.2 Workforce

None.

4.3 Equality and Diversity - Equality Impact Assessment

An equality and diversity impact assessment has not been carried out for this report.

4.4 Financial Considerations

None.

4.5 Legal

As detailed within this report. The current framework for local

ethical standards is contained within the Localism Act 2011 and the report highlights proposed changes to the Council's arrangements under the Act to ensure best practice in this area.

#### 4.6 Sustainability

None.

#### 4.7 Internal and External Consultation

This report considers the outcome of a central government review consultation exercise.

#### 4.8 Risk Assessment

None.

### 5. **Background and Detail**

5.1 In 2018, the Committee on Standards in Public Life (the 'CSPL') undertook a review of local government ethical standards. The CSPL considers that robust standards arrangements are needed to safeguard local democracy, maintain high standards of conduct, and to protect ethical practice in local government. The consultation period ran from 29 January to 18 May 2018.

5.2 The terms of reference for the Committee were to:

5.2.1 Examine the structures, processes and practices in local government in England for:

- Maintaining codes of conduct for local councillors;
- Investigating alleged breaches fairly and with due process;
- Enforcing codes and imposing sanctions for misconduct;
- Declaring interests and managing conflicts of interest; and
- Whistleblowing.

5.2.2 Assess whether the existing structures, processes and practices are conducive to high standards of conduct in local government.

5.2.3 Make any recommendations for how they can be improved.

5.2.4 Note any evidence of intimidation of councillors, and make recommendations for any measures that could be put in place to prevent it.

### 6 **Summary of Best Practice Recommendations**

6.1 The CSPL's report was published on 30 January 2019. The list of best

practice recommendations for Councils is found at pages 18-19 of the report and they are reproduced below (an assessment of the Council's compliance with each recommendation is provided below in italics):

**Best practice 1:** Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

- *A proposed revised Code of Conduct is attached at Appendix 3.*

**Best practice 2:** Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation, and prohibiting trivial or malicious allegations by councillors.

- *A proposed revised Code of Conduct is attached at Appendix 3.*

**Best practice 3:** Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

- *The proposed revision of the Council's Code of Conduct would assist in addressing this recommendation.*

**Best practice 4:** An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

- *Already met by the Council's practice.*

**Best practice 5:** Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

- *To be addressed as part of this review.*

**Best practice 6:** Councils should publish a clear and straightforward public interest test against which allegations are filtered.

- *This recommendation would be addressed by approving the use of the initial assessment criteria which is used by the Northern Ireland Local Government Commissioner for Standards in Public Life attached at Appendix 2.*

**Best practice 7:** Local authorities should have access to at least two Independent Persons.

- *Met by the Council's current practice.*

**Best practice 8:** An Independent Person should be consulted as to

whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

- *Met by the Council's current Arrangements for dealing with Standards Complaints.*

**Best practice 9:** Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

- *Met by the Council's current Arrangements for dealing with Standards Complaints.*

**Best practice 10:** A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

- *Met by the Council's current practice.*

**Best practice 11:** Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council as a whole, rather than the clerk in all but exceptional circumstances.

- *This is allowable under the Council's current Arrangements for dealing with Standards Complaints.*

**Best practice 12:** Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

- *Met by the Council's current practice.*

**Best practice 13:** A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

- *Met by the Council's current practice.*

**Best practice 14:** Councils should report on separate bodies they have set up or which they own as part of their annual governance statement, and give a full picture of their relationship with those

bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness, and publish their board agendas and minutes and annual reports in an accessible place.

- *To be considered as part of the Council's governance arrangements for such bodies.*

**Best practice 15:** Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

- *Met by the Council's current practice.*

- 6.2 As will be apparent, some of the best practice recommendations are already part of the Council's ethical standards framework. The proposed changes to the Council's Code of Conduct and Arrangements for dealing with Standards Complaints highlighted above should help to make the framework more robust with the outcome of improved ethical standards and conduct and improved public confidence in the Council's reputation. The CSPL intends to monitor the implementation of its recommendations in 2020.

Mark Trillo  
**Executive Director (People) and Monitoring Officer**

## Appendix 2

### **Northern Ireland Public Service Ombudsman Initial Assessment of Complaints.**

1. Can we investigate the complaint?
2. Is the person you are complaining about a councillor?
3. Did the conduct occur within the last six months?
4. Is the conduct something that is covered by the Code?
5. Should we investigate the complaint?
6. Is there evidence which supports the complaint?
7. Is the conduct something which it is possible to investigate?
8. Would an investigation be proportionate and in the public interest?





## Code of Conduct for Members

### 1 Application

This Code of Conduct applies to me whenever I am acting in my capacity as a member of High Peak Borough Council, including –

- 1.1 at formal meetings of the Council, its Committees and Sub-Committees, its Executive and Executive Committees
- 1.2 when acting as a representative of the Authority
- 1.3 in taking any decision as an Executive member or a Ward Councillor
- 1.4 in discharging my functions as a ward Councillor
- 1.5 at briefing meetings with officers and
- 1.6 at site visits
- 1.7 when corresponding with the authority other than in a private capacity

### 2 General Conduct

- 2.1 As a member or co-opted member of High Peak Borough Council I will 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.
- 2.2 In accordance with the Localism Act provisions, when acting in this capacity I will be 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.
  - **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. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

2.3 As a Member of High Peak Borough Council my conduct will in particular address the statutory 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 their 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 ensuring that constituents' casework is appropriately pursued, the interests of the Borough's area or the good governance of the Authority in a proper manner.
- 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 the Authority.
- Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.
- 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 but restricting access to information when the wider public interest or the law requires it.
- Behaving in accordance with all our legal obligations, alongside any requirements contained within this authority's policies, protocols and procedures, including on the use of the Authority's resources.

- Valuing 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, including the organisations and public, I engage with and those I work alongside.
- Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this Authority.
- Not bullying or harassing any person (including any unwanted behaviour that makes someone feel intimidated, degraded, humiliated or offended), nor doing anything which may cause my Authority to breach any of its duties under the Equality Act 2010.
- Co-operating fully with any investigation carried out in accordance with the Council's Arrangements for dealing with Standards Complaints under the Localism Act 2011, and by not making any trivial or malicious allegations under those Arrangements.

### 3 Disclosable Pecuniary Interests

This part explains the requirements of the Localism Act 2011 (Ss 29-34) and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 in relation to Disclosable Pecuniary Interests. These provisions are enforced by criminal sanction.

I will: -

- 3.1 comply with the statutory requirements to register, disclose and withdraw from participating in respect of any matter in which I have a Disclosable Pecuniary Interest.
- 3.2 ensure that my register of interests is kept up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any change in respect of my Disclosable Pecuniary Interests.
- 3.3 make an oral declaration of the existence and nature of any Disclosable Pecuniary Interest at any meeting at which I am present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent, and leave the room where the meeting is held while any discussion or voting takes place.
- 3.4 "Meeting" means any meeting organised by or on behalf of the authority, including:–
  - 3.4.1 any meeting of the Council, or a Committee or Sub-Committee of Council;
  - 3.4.2 any meeting of the Executive and any Committee of the Executive;
  - 3.4.3 in taking a decision as a Ward Councillor or as a Member of the Executive;
  - 3.4.4 at any briefing by officers; and
  - 3.4.5 at any site visit to do with business of the Authority.

## **4 Other Interests**

- 4.1 In addition to the requirements of Paragraph 3, if I attend a meeting at which any item of business is to be considered and I am aware that I have an interest in that item which may or may not be entered in my register of interests, I must make an oral declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent.
- 4.2 I will have an interest, as referred to at 4.1 above, in an item of business of my Authority where –
- 4.2.1 a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of me or a member of my family or a person with whom I have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which I have been elected or otherwise of the authority's administrative area, or
- 4.2.2 it relates to or is likely to affect any of the interests listed in the Table in the Appendix to this Code, but in respect of a member of my family (other than a "relevant person") or a person with whom I have a close association, or
- 4.2.3 it relates to an interest (other than a Disclosable Pecuniary Interest) entered in my register of interests,  
and that interest is not a Disclosable Pecuniary Interest.
- 4.3 Where I have an interest in accordance with 4.1 and 4.2 above then I will consider whether the nature of that interest is so significant that I should withdraw from participating in respect of the matter relating to that interest.

## **5 Gifts and Hospitality**

- 5.1 I will, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £25 which I have accepted as a member from any person or body other than the authority.
- 5.2 The Monitoring Officer will place my notification on a public register of gifts and hospitality.
- 5.3 This duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved by the authority for this purpose.

## Appendix

### Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a member has a Disclosable Pecuniary Interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows –

<i>Interest</i>	<i>Prescribed description</i>
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 relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. 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 the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority— (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	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; and (b) either—  (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

<i>Interest</i>	<i>Prescribed description</i>
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(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.

For this purpose –

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant authority;

“member” includes a co-opted member;

“relevant authority” means the authority of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“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.



# CHAPEL-EN-LE-FRITH PARISH COUNCIL

## Code of Conduct for Members

### 1 Application

This Code of Conduct applies to me whenever I am acting in my capacity as a member of Chapel-en-le-Frith Parish Council, including –

- 1.1 at formal meetings of the Council, it's Committees and Sub-Committees, and it's Working Groups.
- 1.2 when acting as a representative of the Parish Council
- 1.3 in taking any decision as a Ward Councillor
- 1.4 in discharging my functions as a Ward Councillor
- 1.5 at briefing meetings with officers and
- 1.6 at site visits
- 1.7 when corresponding with the Parish Council other than in a private capacity

### 2 General Conduct

2.1 As a member or co-opted member of Chapel-en-le-Frith Parish Council I will 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.

2.2 In accordance with the Localism Act provisions, when acting in this capacity I will be 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 Parish Council

- **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.

2.3 As a Member of Chapel-en-le-Frith Parish Council my conduct will in particular address the statutory 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 their 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 Parish area or the good governance of the Parish Council in a proper manner.
- 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 the Parish Council.
- Listening to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.
- Being accountable for my decisions and co-operating when scrutinised internally and externally, including by local residents.
- Contributing to making this Parish Council'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 but restricting access to information when the wider public interest or the law requires it.

- Behaving in accordance with all our legal obligations, alongside any requirements contained within this Parish Council's policies, protocols and procedures, including on the use of the Parish Council's resources.
- Valuing 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, including the organisations and public, I engage with and those I work alongside.
- Providing leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this Parish Council.

### **3 Disclosable Pecuniary Interests**

This part explains the requirements of the Localism Act 2011 (Ss 29-34) and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 in relation to Disclosable Pecuniary Interests. These provisions are enforced by criminal sanction.

I will: -

- 3.1 comply with the statutory requirements to register, disclose and withdraw from participating in respect of any matter in which I have a Disclosable Pecuniary Interest.
- 3.2 ensure that my register of interests is kept up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any change in respect of my Disclosable Pecuniary Interests.
- 3.3 make an oral declaration of the existence and nature of any Disclosable Pecuniary Interest at any meeting at which I am present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before the consideration of the item of business or as soon as the interest becomes apparent, and leave the room where the meeting is held while any discussion or voting takes place.
- 3.4 "Meeting" means any meeting organised by or on behalf of the Parish Council, including:-
  - 3.4.1 any meeting of the Council, or a Committee or Sub-Committee of Council;
  - 3.4.2 any meeting of Working Groups;
  - 3.4.3 in taking a decision as a Ward Councillor;
  - 3.4.4 at any briefing by officers; and
  - 3.4.5 at any site visit to do with business of the Parish Council.

### **4 Other Interests**

- 4.1 In addition to the requirements of Paragraph 3, if I attend a meeting at which any item of business is to be considered and I am aware that I have an interest in that item which may or may not be entered in my register of interests, I must make an

oral declaration of the existence and nature of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent.

4.2 I will have an interest, as referred to at 4.1 above, in an item of business of my Parish Council where –

- 4.2.1 a decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of me or a member of my family or a person with whom I have a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the ward or electoral area for which I have been elected or otherwise of the Parish Council's administrative area, or
- 4.2.2 it relates to or is likely to affect any of the interests listed in the Table in the Appendix to this Code, but in respect of a member of my family (other than a "relevant person") or a person with whom I have a close association, or
- 4.2.3 it relates to an interest (other than a Disclosable Pecuniary Interest) entered in my register of interests,

and that interest is not a Disclosable Pecuniary Interest.

4.3 Where I have an interest in accordance with 4.1 and 4.2 above then I will consider whether the nature of that interest is so significant that I should withdraw from participating in respect of the matter relating to that interest.

## **5 Gifts and Hospitality**

- 5.1 I will, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £25 which I have accepted as a member from any person or body other than the Parish Council.
- 5.2 The Monitoring Officer will place my notification on a public register of gifts and hospitality.
- 5.3 This duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved by the Parish Council for this purpose.

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<i>Interest</i>	<i>Prescribed description</i>
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 relevant Parish Council) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M. 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 the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant Parish 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	Any beneficial interest in land which is within the area of the relevant Parish Council.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant Parish Council for a month or longer.
Corporate tenancies	Any tenancy where (to M's knowledge)— (a) the landlord is the relevant Parish Council; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to M's knowledge) has a place of business or land in the area of the relevant Parish Council; and (b) either—  (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or

(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.

For this purpose –

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“M” means a member of a relevant Parish Council;

“member” includes a co-opted member;

“relevant Parish Council” means the Parish Council of which M is a member;

“relevant period” means the period of 12 months ending with the day on which M gives a notification for the purposes of section 30(1) or 31(7), as the case may be, of the Act;

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act;

“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.