
**THE RELEVANT AUTHORITIES (DISCLOSABLE PECUNIARY INTERESTS)
REGULATIONS 2012**

THE REGISTER OF MEMBERS' INTERESTS

REGISTRATION OF PECUNIARY AND OTHER INTERESTS

Members must give written notice of their interests and any changes

- ***within 28 days of election or appointment to office (if that is later)***
- ***within 28 days of any change to the interests***
- ***within 28 days of disclosing an interest at a meeting (where not otherwise entered in the register)***
- ***within 28 days of becoming aware of the interest when solely discharging a function of the authority as a member of the Council's executive.***

(PLEASE COMPLETE IN BLOCK CAPITALS AND USE ADDITIONAL PAGES IF NECESSARY)

TO: THE MONITORING OFFICER, SOUTH NORFOLK DISTRICT COUNCIL

I,*(please print your full name)*

a member of the _____ Council, hereby give notice that I have set out below under the appropriate headings my interests which I am required to declare under the Members' Code of Conduct and I have put "none" where I have no such interests under any heading.

(Please read carefully the guidance notes on the reverse before you complete and sign this form.)

PECUNIARY INTERESTS

(i) Employment, office, trade, profession or vocation I (or my spouse / partner) undertake for profit, remuneration or other gain:

(ii) Name of employer(s) or post held in organisation listed in (i) above:

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- (iii) Any payments or provisions or other financial benefit I have received within the past 12 months of this declaration in relation to my role as a member or towards my election expenses:**
- (iv) Any payments or provisions or other financial benefit I have received within the past 12 months of this declaration in relation to my role as a member or towards my election expenses from a Trade Union:**
- (v) Any contract I (or my spouse / partner) have entered into with the Council in which goods or services are to be provided or works are to be executed which has not been fully discharged:**
- (vi) Any contract that a firm in which I (or my spouse / partner) am either a partner, director, or hold securities that constitute a beneficial interest, has entered into with the Council in which goods or services are to be provided or works are to be executed which has not been fully discharged:**

(vii) Any beneficial interest in land (of mine / my spouse / partner's) which is within the Council's area:

(viii) Any license (whether yourself / your spouse / partner's or held with others) to occupy land in the area for a month or longer

(ix) Tenancies you / your spouse / partner hold where the Council is the landlord:

(x) Any firm you/ your spouse / partner are a partner or director of, or hold securities in, that is a tenant where the Council is the landlord:

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- (xi) **A beneficial interest (of you or your spouse / partner) in securities of a body where that body has a place of business, or land in the area of the authority AND EITHER:**
- a. **The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body;**
 - b. **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 have a beneficial interest exceeds one hundredth of the total issued share capital of that class**

OTHER INTERESTS

These constitute any other interests you may have which impact upon your role within the Council. Such interests may include:

- **Membership of political parties, pressure groups, trade unions, charitable, voluntary or social enterprise organisations;**
- **Membership of another public sector organisation;**
- **Any other bodies not declared as a pecuniary interest in which you have a position of general control or management;**
- **Outside bodies to which you have been appointed by the Council**
- **Non-remunerated advice, guidance or consultancy you have provided on an ongoing basis, or specifically within a past 12 month period;**
- **Lobbying you have participated in, or matters you have been lobbied on (particularly where you may be predetermined on an individual matter);**
- **Organisations in which you have a beneficial interest which does not meet the requirements of (ix) a or b above.**

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- **Any other matters you consider should be disclosed**
 - **Pecuniary interests held by other members of your family or close associates which are likely to impact on your role as a Councillor**

SENSITIVE INTERESTS

Please highlight above any interests (whether pecuniary or other interests) you consider to be sensitive by entering “sensitive” in brackets after the interest. Sensitive interests are usually those where declaration may lead to the member being subject to violence or intimidation.

Such interests will be reviewed by the Monitoring Officer, and if they are in agreement, the register of interests will simply state you have the interest, and not provide any details.

(Please use another page if there is insufficient room for your entry under any section. Securely attach the additional page to this form).

Tick if additional page(s) attached.

I recognise that it is a breach of the Code of Conduct to:

- (1) omit information that should be given in this notice;
- (2) provide information that is materially false or misleading;
- (3) fail to give further notices in order to bring up to date information given in this notice, and/or declare an interest that I acquire after the date of this notice and have to declare.

Councillor

Monitoring Officer

Signed:

Signed.....

Date.....

Date.....

Please return this form to the Monitoring Officer, South Norfolk Council Council

GUIDANCE NOTES ON THE REGISTRATION OF INTERESTS

GENERAL

Who the requirements apply to

Pecuniary interests apply where the interest applies to you, or where it is an interest of:

- Your spouse or civil partner;
- A person with whom you are living as husband and wife;
- Or a person with whom you are living as if you are civil partners;

You should complete the form, declaring any interests for both yourself, and for your spouse / civil partner.

Securities which constitute a beneficial interest

Securities, in this context, are defined as shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000(b) and other securities of any description (excepting monies deposited with a building society).

In terms of whether you hold securities which constitute a beneficial interest, this will depend on the value of the share holding you have. A beneficial interest will exist where:

- The total nominal value of your holding of securities in that body collectively exceeds £25,000, OR
- The total nominal value of your holding exceeds one hundredth of the total issued share capital of the body. The nominal value of a share is the face value of that share (that will be recorded on the share certificate), not the current market value. For example:
 - Company A has 100 £1 shares, and you own 1 share. You need to declare this.
 - Company B has 1 million £1 shares, of which you own 1000. The market value of the shares are £30. Even though the market value of your holding is £30,000, the nominal value is only £1000. 1 hundredth of the total issued share capital is 10,000 shares – as such, you don't need to declare your holding.
- A company has more than one class of shares, and the total nominal value of the shares you hold of any one class exceeds one hundredth of the total issued share capital of that class. So if, for example, a company issued 10 debentures, and you held 1, you would need to declare. However, if you held 1 of 10,000 debentures, and 10 of 5,000 ordinary shares, you would not need to declare these.

If you know the companies in which your PEP, ISA or pension fund has invested and:

- those companies have entered in a relationship with the Council and
- your beneficial interest in the investment is greater than the levels indicated above,

then you need to register that interest within the relevant area (see below). You are only required to register interests which are known to you. You are not required to investigate the investment portfolio of any PEP, ISA or pension scheme to which you may belong.

PECUNIARY INTERESTS

(i) Employment, office, trade, profession or vocation I undertake for profit, remuneration or other gain:

A short description of any job or business carried on by you including any trade, profession or vocation. You are required to declare any employment or business even if it is not within the council's area. You are not required to declare what income you receive, but you should consider all your sources of income (e.g. income from main and other occupations, remunerated executive appointments, property transactions)

(ii) Name of employer(s) or post held in organisation listed in (i) above:

You must give the name of your employer or the person who appointed you.

(iii) Any payments or provisions or other financial benefit I have received within the past 12 months of this declaration in relation to my role as a member or towards my election expenses:

This section covers two areas. You need to ensure you include the value of the payment (approximate if necessary) and who made the payment (whether an individual or company).

Firstly, any other payments you have received when acting in your capacity as a member. For example, if you have given a speech to an organisation and received payment for doing so. You should also be careful to declare any gifts or hospitality you have received as a member within the past 12 months.

Secondly, the name of any person or body (except a local authority) who has helped you with expenses associated with your election or your duties as a member. This includes another person paying expenses which you would otherwise have to pay.

Any payments and statutory allowances received from a local authority do not need to be declared.

(iv) Any payments or provisions or other financial benefit I have received within the past 12 months of this declaration in relation to my role as a member or towards my election expenses from a Trade Union:

This is effectively the same as (iii) above, except it covers payments received specifically from trade unions.

(v) Any contract I have entered into with the Council in which goods or services are to be provided or works are to be executed which has not been fully discharged:

This relates to cases where you are in a contract with the Council. The regulations are broad here – so it may be a clear business relationship or a more personal relationship. This should not just be goods or services you provide to the Council, but also goods or services you receive from the Council – and may be as simple as membership of a Council’s leisure centre.

The provisions only relate to contracts which have not been fully discharged – i.e. those which are still ongoing, or those where there are outstanding liabilities or assets.

In completing this section, you should provide brief details of the contract, the nature of goods / services provided, and the term length (if there is a specific term of the contract)

(vi) Any contract that a firm in which I am either a partner, director, or hold securities that constitute a beneficial interest, has entered into with the Council in which goods or services are to be provided or works are to be executed which has not been fully discharged:

This is similar to (v) above, but relates to contracts that companies with which you are involved have with the Council, rather than those you may have personally.

There are three instances in which this applies:

- Firstly, where you are a partner of a firm who has a contract with the Council
- Secondly, where you are director of a corporate firm who has a contract with the Council
- Thirdly, where you hold securities which constitute a beneficial interest in a company which has a contract with the Council (see definitions in the “general” section above)

Within this section, please include the details of the company, and the name / nature of the contractual relationship with the Council.

(vii) Any beneficial interest in land which is within the Council’s area:

This may firstly apply to yourself – for example, you own the land, you rent the land, are entitled to proceeds of the land, or may become entitled to the proceeds of the land. It applies equally whether you have a freehold, leasehold or a short tenancy or

you own the land yourself, or in conjunction with other people. You need to declare your home address if you own, lease or rent it.

If you own land outside the Council area you do not need to declare it here (although if you obtain an income from doing so it should be declared in (i) above)

Land specifically excludes easements, servitude, interest or right in or over land which does not provide you (alone or jointly with others) to occupy the land or to receive income from it. It will therefore include houses, buildings, and interest of a mortgagee (i.e. a mortgage lender). If you are a mortgage lender, you need to give addresses and / or description of the property, but not the fact of the mortgage or the borrower.

Please identify the land, the address and a brief description good enough to identify the location – if necessary, please attach a map or the ordnance survey field numbers which apply (for example, 1 acre of land north of mill lane, hedingthorpe)

(viii) Any license (whether yourself or held with others) to occupy land in the area for a month or longer

Any licences, or any permission that you have to occupy land (for example, as an allotment or for fishing or shooting) where the licence, or permission, will last for 28 days or longer.

The information required is the address of the land or (where, for example, it is land without any buildings on it) a brief description good enough to identify the location. If necessary please attach a map showing the location of the land or list the Ordnance Survey field numbers which apply.

(ix) Tenancies you hold where the Council is the landlord:

The address of any land or buildings rented from the council by you.

The information required is the address of the land or (where, for example, it is land without any buildings on it) a brief description good enough to identify the location. If necessary please attach a map showing the location of the land or list the Ordnance Survey field numbers which apply.

(x) Any firm you are a partner or director of, or hold securities in, that is a tenant where the Council is the landlord:

This is similar to (ix) above, but relates to those organisations you have a beneficial interest in which have tenancies where the Council is the landlord.

There are three instances in which this applies:

- Firstly, where you are a partner of a firm who has a tenancy with the Council

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- Secondly, where you are director of a corporate firm who has a tenancy with the Council
 - Thirdly, where you hold securities which constitute a beneficial interest in a company which has a tenancy with the Council (see definitions in the “general” section above)

(xi) A beneficial interest in securities of a body where that body has a place of business, or land in the area of the authority AND EITHER:

- c. The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body;**
- d. 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 have a beneficial interest exceeds one hundredth of the total issued share capital of that class**

This is intended to identify any other cases where you may need to declare interests in a company where you hold securities that constitute a beneficial interest (in line with the definitions given in the “general” section above).

If you have already declared a relevant interest, please highlight the previous section where this applies. You need to ensure you have considered all aspects of the business – for example, if the company has a subsidiary or franchise operation within the District in which you may have a beneficial interest.

(b) OTHER INTERESTS

If you pay money to an organisation eg in the form of a subscription or other regular payment, you will need to check the organisation's constitution to find out if paying a subscription means you are a member of that organisation.

You do not need to register the names of banks and building societies in which you have investments, accounts, or from whom you have borrowed money. You only have to register shareholdings where it applies within the “general” section above, although may wish to do so as an “other interest”

In terms of general control and management, this applies where you are able to influence the decision making of that body. For example, if you are a Chief Executive, Director, Senior Manager etc of another organisation you may have a position of general control or management.

Outside organisations

Any body to which you have been appointed or nominated by the council.

Other public authorities

This includes other local authorities, the Broads Authority, the Police Authority, health authorities, school governing bodies and other bodies which exercise functions of a public nature eg Citizen's Advice Bureaux.

Charities and voluntary groups

Any company, industrial and provident society, charity or body directed to charitable purposes. This includes community associations, village hall committees and churches which have charitable status. Membership of the National Trust, RSPB and other charities should be declared under this section.

Freemasons should declare membership of the Freemason Grand Charity. All Freemasons pay an annual subscription fee to their own individual Masonic Lodge, part of which automatically goes to the Grand Charity. Therefore Freemasons are expected to register their membership of the Grand Charity and to declare this interest where appropriate. Membership of similar types of charitable organisations should also be registered.

Political parties, trade unions and pressure groups

This includes any body whose principal purposes include the influence of public opinion or policy, eg political parties, Trade unions, the Animal Liberation Front, Greenpeace, Friends of the Earth. Membership of any party political councillor associations should be declared under this section.

Non-remunerated advice, guidance and consultancy

This will particularly apply where you have provided advice to a body which may have a direct relationship with the Council (e.g. through receiving a license, tenancy or contract with the Council)

Lobbying

This will again, particularly apply where this relates to an area of Council activity (e.g. active lobbying which may result in the award of a Council license, tenancy or contract)

Pecuniary interests held by other members of your family or close associates which are likely to impact on your role as a Councillor

These will apply where a member of your family or close associate has a pecuniary interest which is likely to impact on the Council. Examples of this may include where they (or their business) are entering into a contract with the Council, or are applying for planning permission. Given the wide definition of the nature of these items, such interests may only be apparent at the time the item of business arises, and should be declared (and subsequently registered) at that time