

MEMBERS INTERESTS - GUIDANCE NOTE TO MEMBERS

This guidance is issued to assist Members and co-opted Members in completion of their notice of Members' interests.

1. COUNCIL REPRESENTATIVE

You should list any body to which you have been appointed or nominated by the Council. Reference should also be made to the position you hold on the body.

2. OTHER BODIES OF WHICH YOU ARE A MEMBER

You should list your membership of any of the following:

2(a) a public authority (other than the Borough Council) or body exercising functions of a public nature of which you are a member. You should include details of any body exercising such function even if the main function of the body is for some other purpose.

2(b) a company, industrial and provident society(s), charity or body directed to charitable purposes of which you are a member. This includes Freemasons, Round Table, Rotary etc and any similar body who carries out a charitable function.

2(c) a body whose principal purpose include the influence of public opinion or policy of which you are a member, which would include a trade union, political party or professional association of which you are a member.

3. EMPLOYMENT OR BUSINESS CARRIED OUT BY YOU

You should show every type of employment, office, trade, profession or vocation that you carry out or would declare for income tax purposes. Include the name of the employer, business or training name.

You should include here the name of your employer, the name of any firm of which you are a partner, and the name of any company of which you are a remunerated Director. Also any body which has appointed you, with or without remuneration.

You should include the same information for your Spouse, Civil Partner or Cohabitee.

4. SPONSORSHIP/ELECTION EXPENSES

You should show here the name of any person or body, except the Council, who has made a payment to you in respect of your election expenses or any other expenses incurred by you in the carrying out of your duties. Including any payment or financial benefit from a trade union

5. CONTRACTS

You should describe all contracts, of which you are aware, which are not fully discharged, and which are:

(a) contracts for the supply of goods, services or works to the Council or on the Council's behalf, and

(b) between the Council and either yourself, a firm in which you are a partner, or a company of which you are a Director, or in which you have a beneficial interest (as disclosed in 3 above).

You need not say what the financial arrangements are, but should say for how long the contract is.

You should include the same information for your Spouse, Civil Partner or Cohabitee.

6. LAND

You should include any land in the Borough of Darlington in which you have a beneficial interest (that is, in which you have some proprietary interest for your own benefit). You should give the address or a brief description sufficient to identify it. If you live in Westminster you should include your home under this heading as owner, lessee, or tenant.

You should also include any property from which you receive rent, or of which you are the mortgagee.

"Land" includes any buildings or parts of buildings.

You should include the same information for your Spouse, Civil Partner or Cohabitee.

7. LICENCES TO OCCUPY LAND

You should include land in the Borough which you have a right either alone or jointly with another to occupy for 28 days or longer, but neither own nor have a tenancy of. You should give the address or a brief description to identify it.

"Land" includes any buildings or parts of buildings.

You should include the same information for your Spouse, Civil Partner or Cohabitee.

8. CORPORATE TENANCIES

You should list any tenancies of property of which you are aware where the landlord is the Council, and the tenant is either a firm in which you are a partner or a company of which you are a Director or in which you have a beneficial interest (as disclosed in 3 above).

You should include the same information for your Spouse, Civil Partner or Cohabitee.

9. SECURITIES/INTERESTS

You should list the names of any companies, industrial and provident societies, co-operative societies (but not building societies) or corporate bodies that (to your knowledge) are active in the Borough and in which you have a beneficial interest that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital of that body.

You should include the same information for your Spouse, Civil Partner or Cohabitee.

NOTE:

Members and co-opted Members must provide an update to the information declared within 28 days of the change.

Sensitive Information

1. Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or as the case may be, a change to that interest.

2. You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under the previous paragraph is no longer sensitive information, notify the Monitoring Officer asking that the information be included in the authority's register of members' interests.

3. "Sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

Help and advice

Further guidance is available from:

Luke Swinhoe

AD Law and Governance and Monitoring Officer