



Ward: N/A
Key Decision: No

Report by the Executive Head of Legal and Democratic Services

Members Business Interest Form and Guidance

1.0 Summary

1.1 To approve an amended Members Business Interest Form and Guidance notes.

2.0 Background

2.1 The Committee keeps under review the Members Business Interest Form and Guidance. Comments were given to Officers at the last meeting and a suggested form circulated in November 2008.

2.2 As a result of this consultation an amended Form and Guidance is before the committee for its approval. (Annex 2)

2.3 An area to note is in the guidance at 1.3 where due to joint working with Worthing Borough Council, it is felt appropriate to add in business interests in relation to any land in the Borough of Worthing.

3.0 Legal Implications

3.1 All elected, co-opted and independent members of the Council have to sign up to the Code of Conduct which includes a Register of Members Business Interests.

3.2 The Committee has a role to ensure that this Form fit for purpose.

4.0 Financial Implications

4.1 There are no specific financial implications arising from this report.

5.0 Recommendation

5.1 To consider the amended Members Business Interest Form and Guidance Notes and make suggestions to the Monitoring Officer for any changes.

Local Government Act 1972
Background Papers:

Contact Officer:

Name : Julia Smith, Democratic Services Manager 01273 263021
e-mail address : julia.smith@adur.gov.uk

Schedule of other matters**1.0 Council Priority**

1.1 There is no specific Council Priority; however there is a statutory requirement for Council's to have a Members Business Interest Declaration Form.

2.0 Specific Targets

2.1 Corporate Governance

3.0 Sustainability Issues

3.1 Matter considered and no issues identified.

4.0 Equality Issues

4.1 Matter considered and no issues identified for this report

5.0 Community Safety issues (Section 17)

5.1 Matter considered and no issues identified.

6.0 Human Rights Issues

6.1 Matter considered and no issues identified.

7.0 Reputation Implications

7.1 The Standards Committee is the authority in the Council that has a key role to monitor the Code of Conduct and Member's behaviour; it offers support and guidance in reputation and ethical conduct in public office. This can be enhanced by ensuring that all members can have support and guidance in making their personal declarations.

8.0 Consultations

8.1 Matter considered

9.0 Risk assessment

9.1 Matter considered, statutory requirement for Members to make a declaration of their Business Interests.

10.0 Health & Safety Issues

10.1 Matters considered and no issues identified.

11.0 Procurement Strategy

11.1 Matters considered and no issues identified.

12.0 Partnership working

12.1 Matters considered and no issues identified.



Adur District Council - Member Declarations

Register of Member's Interests

Member's Full Name	
Member's Full Address	
Telephone No.	
Email Address	

Member's Declaration

- * I understand that the information sought in the schedule is required under the Local Government Act 2000, The Local Authorities (Model Code of Conduct) Order 2007 and the Council's Code of Member's Conduct.
- * I declare that the information given in the schedule is complete and correct.
- * I shall give details of any changes to the information within 28 days of any change.
- * I acknowledge that a failure to declare relevant information will be a breach of the Council's Code of Member's Conduct.
- * I acknowledge that the information provided will be held on a public register and is available for public inspection.

Signed..... Dated.....

If you have any queries please contact Jeremy Cook (jeremy.cook@adur.gov.uk or 01273 263313) or Julia Smith (julia.smith@adur.gov.uk or 01273 263021).

Adur District Council - Member declarations

Register of Member's Interests

1.0 You must register your interests

- 1.1 On election or appointment to office, you must register in the Council's Public Register of Member's Interests details of your personal interests where they fall within any of the categories mentioned in paragraph 8(1)(a) of the Council's local Code by providing written notification to the Council's Monitoring Officer, currently Mr J Cook, Executive Head of Legal and Democratic Services
- 1.2 Please do this by completing all the sections of the attached form, signing, dating & returning it without delay to The Monitoring Officer, Adur District Council, Civic Centre, Ham Road, Shoreham-By-Sea. BN43 6 PR. If there is insufficient space at any particular category on the form, please supply the details on an additional sheet.
- 1.3 *Elected members only - as during your term of office you may be involved in meetings, decisions or discussions in relation to Joint Working, your declaration should cover land and business interests you have in the Borough of Worthing.*

2.0 You must keep the information up to date

- 2.1 The Code also requires that you must within 28 days of becoming aware of any new personal interest or change to any personal interest that you have registered, register details of that new personal interest or change by providing written notification to the Council's Monitoring Officer.
- 2.2 In order to assist you in keeping up to date, you will receive a reminder each May (and copy form), with a request to confirm the details as correct. Members will also receive quarterly reminders in the Members Bulletin.

3.0 Possible exception - sensitive information

- 3.1 Under paragraph 14 of the Code, where you consider that the information relating to any of your personal interests is sensitive information, and the Council'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. "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. Please contact the Monitoring Officer if you wish to seek his agreement to the omission of any information under this provision.
- 3.2 NB, you must, within 28 days of becoming aware of any change of circumstances which means that excluded information is no longer sensitive information, notify the Council's Monitoring Officer asking that the information be included in the Council's register of Members' interests.

4.0 Help, advice and assistance

- 4.1 The Standards Committee has responsibility for support and guidance to everyone who has to complete this document. The Monitoring Officer advises the Committee and the Council in matters relating to Standards and Behaviour.
- 4.2 If you require any help, advice and assistance with this document, contact the Monitoring Officer or his staff on monitoringofficer@adur.gov.uk or 01273 263000



Adur District Council - Member Declarations

Register of Member's Interests

This entry is from: (Please print your name)

My personal interests (under paragraph 8(1)(a) of the Council's Code of Conduct) are as listed below:-

	Type of Interest as described in the local Code.	Declaration – My interests
1	<p>Any body of which I am a member or in a position of general control or management and to which I am appointed or nominated by the Council.</p> <p>Examples:</p> <p>Management Committee of an Outside Body</p> <p>Council appointment to a Community Association, the Association then appoints you to a management position (explanation – the Council has only appointed you to the organization, the organization has appointed you to a position within its organization)</p>	<p>The Council has appointed / nominated me to:-</p> <p style="text-align: center; color: grey;">Insert your details here</p>

<p>2</p>	<p>Any body:</p> <ul style="list-style-type: none"> (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); <p>of which I am a member or in a position of general control or management.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Your political party <ul style="list-style-type: none"> ○ Conservative Party • Your local party association (if different from the party) <ul style="list-style-type: none"> ○ Adur conservative association • Membership of a Parish or County Council <ul style="list-style-type: none"> ○ XX Parish council ○ WSCC ○ Sussex Police Authority • Trustee <ul style="list-style-type: none"> ○ Adur Community Leisure Ltd ○ Ropetackle • Membership of a charity <ul style="list-style-type: none"> ○ National Trust 	<p>My other public bodies, my charities & my political / trade union bodies are:-</p> <p style="text-align: center; color: gray; font-size: 1.2em;">Insert your details here</p>
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<p>3</p>	<p>Any employment or business carried on by me.</p> <p>Examples:</p> <ul style="list-style-type: none">• Administrator• Accountant• Sports player <p>Any job(s) you are employed in either part-time or full-time</p> <p>Examples:</p> <ul style="list-style-type: none">• Carer• Voluntary charity worker <p>Any business you carry on either part-time or full-time</p> <p>Examples:</p> <ul style="list-style-type: none">• Gardening• Family carer	<p>I am employed as:-</p> <p>Insert your details here</p> <p>I carry on business as:-</p> <p>Insert your details here</p> <p>Insert your details here</p>
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4	<p>Any person or body who employs or has appointed me.</p> <p>Examples:</p> <ul style="list-style-type: none">• Your employer (s) – name and address• Any person for whom you do work in a self-employed capacity• Company of which you are a director• A firm in which you are a partner	<p>I work for:-</p> <p>Insert your details here</p>
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5	<p>Any person or body <u>other than a relevant authority</u> (<i>“relevant authority” includes Adur District Council, West Sussex County Council or any parish council</i>) who has made a payment to me in respect of my election or any expenses incurred by me in carrying out my duties.</p> <p>Example:</p> <ul style="list-style-type: none">• Your political party• Residents association• Local action group	<p>I get election or other expenses from:-</p> <p style="text-align: center;">Insert your details here</p>
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6	<p>Any person or body who has a place of business or land in the Council's area (<i>Adur District or Worthing Borough</i>) and in whom I have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital (whichever is the lower).</p> <p>Example:</p> <ul style="list-style-type: none"> • 25,001 £1 shares. (This would not include 50,000 £0.25 shares with a current value of more than £25,000). 	<p>I have such an interest in the following persons/bodies with a local connection:-</p> <p style="text-align: center; color: gray;">Insert your details here</p>
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7	<p>Any contract for goods, services or works made between the Authority and me</p> <p>or a firm in which I am a partner, a company of which I am a remunerated director,</p> <p>or a person or body of the description specified in box 6 above</p> <p>Example:</p> <ul style="list-style-type: none">• You are a director of a company using the Council's trade waste services• You are a supplier of printing services to the council• You have shares (as declared in box 6) in this organisation which does business with Adur District Council.	<p>I, my partnership, or a company / person / body that I am connected with has the following contracts with the Council:-</p> <p style="text-align: center;">Insert your details here</p>
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8	<p>Any person from whom I have received a gift or hospitality with an estimated value of at least £25.</p> <p>Example:</p> <p>Hospitality at Shoreham Air Show (not the Chairman of the Council's Official Reception)</p>	<p>I have received such gift(s) / hospitality in connection with my membership of the Council from:-</p> <p style="text-align: center;">Insert your details here</p>
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9	<p>Any land in the Council's area in which I have a beneficial interest.</p> <p>Example:</p> <ul style="list-style-type: none">• Your Home• Property owned or leased• Property the subject of a licence<ul style="list-style-type: none">○ Grazing licence, beach hut etc- <p>Beneficial interest:</p> <p>Also relates to a spouse or partner's property</p>	<p>I have the following property interests in the Council's area:-</p> <p style="text-align: center; color: grey;">Insert your details here</p>
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10	<p>Any land where the landlord is the Council and the tenant is me or a firm in which I am a partner, or a company of which I am a remunerated director, or a person or body of the description specified in box (vi) above.</p> <p>Example:</p>	<p>I, my partnership, or a company / person / body that I am connected with is the tenant of the Authority at the following address(es):-</p> <p style="text-align: center;">Insert your details here</p>
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11	<p>Any land in the Council's area for which I have a licence (alone or jointly with others) to occupy for 28 days or longer.</p> <p>Example:</p> <ul style="list-style-type: none">• Beach Hut• Grazing licence	<p>I have a licence to occupy the following land in the Council's area:-</p> <p style="text-align: center;">Insert your details here</p>
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I declare to Adur District Council that the above are my interests, as required to be declared by the Council's local Code of Conduct.

Signed **Date**

Name (please print)

Monitoring Officer: confirmation of receipt of register of interest:

Signed **Date**

Name (please print)