

**Committee: STANDARDS**

**Agenda Item**

**Date: 14 May 2012**

**Title: CODE OF CONDUCT**

**Author: Michael Perry, Assistant Chief Executive – Legal, 01799 510416**      Item for decision

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## Summary

1. This report is to draw to members' attention to recently published suggested Codes of Conduct and to seek members' views with regard thereto.

## Recommendations

2. That the Committee determine whether to recommend to Full Council the Code of Conduct previously put forward by this Committee or whether to recommend that some alternative Code be adopted and that the recommendation to Full Council be for the approval and adoption of a Code of Conduct to be effective from the 1 July 2012 or such other date as may be appointed by the Secretary of State for the provisions of Section 27 Localism Act 2011 to come into force.

## Financial Implications

3. None arising from this report:

## Background Papers

4. The following papers were referred to by the author in the preparation of this report and are attached to this report.
  - Draft Code of Conduct as approved by this Committee
  - Local Government Association template Code of Conduct issued on the 11 April 2012.
  - Letter of 11 April 2012 from the Department of Communities & Local Government to local authority leaders with an illustrative text for a Code of Conduct.
  - Article by Peter Keith Lucas, Partner Bevan Britten Solicitors

## Impact

- 5.

Communication/Consultation	There is no evidence of consultation by either ACSeS/LGA or the Department of Communities & Local Government with regard to the documents they have published.
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Community Safety	None.
Equalities	None.
Health and Safety	None.
Human Rights/Legal Implications	In compliance with section 28(1) of the Localism Act 2011 the Committee has demonstrated that the Code of Conduct already approved by this Committee complies with section 28(2). The ACSeS/LGA template sets out the relevant principles but does not demonstrate how the remainder of the suggested Code complies with them. Similarly this exercise does not appear to have been carried out in connection with the template issued by the Department of Communities and Local Government.
Sustainability	None.
Ward-specific impacts	None.
Workforce/Workplace	None.

## Situation

6. Members of this Committee have been working on a draft Code of Conduct over a number of months. The general principles for a Code were agreed at a meeting on 9 January 2012. The remaining provisions for a Code of Conduct dealing with members' interests were approved (subject only to such amendments as may be required to reflect necessary secondary legislation) on 12 March 2012.
7. The draft as approved by members drew heavily upon the mandatory Code of Conduct required under the Local Government Act 2000.
8. It is unfortunate that there has not been greater collaboration between central government, ACSeS/LGA and local authorities with regard to the promotion of a Code of Conduct. This is not due to any inaction on the part of local councils who have been pressing ACSeS and the Department for action with regard to a draft Code for some time.
9. In the absence of early guidance and bearing in mind that the government's stated intention is that the new provisions of the Localism Act 2011 should be effective on 1 July 2012, local authorities have had no alternative other than to work on their own Codes of Conduct. The Public Law Partnership (a partnership of the Legal Services departments of all councils in Essex together with Hertfordshire County Council, Suffolk County Council, some Hertfordshire

district and borough councils and the Lee Valley Park Corporation) have agreed a draft Code of Conduct. Whilst this is not identical to the Code proposed by members of this Committee the differences are minor.

10. Although the templates from the Local Government Association and the Department of Communities and Local Government have only been published very recently, nevertheless they have been subject to criticism from some quarters as being too vague and incapable of enforcement.
11. In my view certainty with regard to the Code of Conduct is desirable so that both members of councils and members of the public can know what standards of conduct should be expected. In that connection I take a view that the Code already promoted by members of this Committee achieves that end and is supported by a body of jurisprudence from decisions of the First Tier Tribunal – Local Government Standards in England/Adjudication Panel which would not appear to be applicable to the two new Codes now being promulgated.

### Risk Analysis

12.

Risk	Likelihood	Impact	Mitigating actions
The Council does not have an operative Code of Conduct by 1 July to comply with the legislation.	2, if members decide to abandon the Code of Conduct currently being recommended and propose instead a different Code work will need to be done to ensure that whatever is proposed is compliant with the legislation and fit for purpose.	3, the Council would suffer reputational damage if it did not have the Code of Conduct and was unable to deal with allegations of misconduct by members.	In the event that members do not wish to continue to promote the Code already approved, additional meetings of this Committee should be scheduled to consider an alternative Code and an Extraordinary meeting of the Council be scheduled prior to 1 July to ensure that a Code is in place to enable compliance with the legislation.
The Code of Conduct is too prescriptive.	2, whilst the Code is recommended by	3, the only area which has caused members	So far as the inability of members to

	members is more prescriptive than the drafts currently under consideration the Code of Conduct prescribed under the Local Government Act 2000 has not be subject to criticism as being too prescriptive and the Code recommended by members largely follows that template.	concern is the inability of members of the Council with disclosable pecuniary interests to speak on such issues when they are under consideration at meetings of the Council. This can adversely impact upon members' ability to voice concerns on behalf of their constituents.	speaking is concerned, there are none as this is a requirement of the legislation. If members do consider the Code as a whole to be too prescriptive they may recommend a different Code.
The Code of Conduct is too vague.	3, unless members stand by their existing recommendation, otherwise 1 as the Code already recommended is clear.	3, in the event that a vague Code of Conduct is adopted. Lack of certainty could lead to a conflict of the interpretation by members of their responsibilities under the Code on the one hand and the expectation of members of the public on the other which could lead to the Council suffering reputational damage.	That members recommend a Code of Conduct sufficiently certain that both members and the public know the standards which are expected.

- 1 = Little or no risk or impact
- 2 = Some risk or impact – action may be necessary.
- 3 = Significant risk or impact – action required
- 4 = Near certainty of risk occurring, catastrophic effect or failure of project.

# THE COUNCILLORS' CODE OF CONDUCT

## Part 1

### General Provisions

#### 1. Introduction and Interpretation

This is the code of the conduct expected of members of Uttlesford District Council adopted under s.27 (2) Localism Act 2011. Uttlesford District Council considers that this code viewed as a whole is consistent with the principles contained in s.28 (1) of that Act which are set out in the Appendix to this Code.

This Code applies to **you** as a member of your authority. It is your responsibility to comply with the provisions of this Code.

In this Code the word "meeting" means any meeting of your authority or of the cabinet or of any committee or sub-committee of your authority or its cabinet or of any joint committees, joint sub-committees, area forums, task groups or working groups.

#### 2. Scope

You must comply with this Code whenever you conduct the business of your authority (which includes the business of the office to which you are elected or appointed) or act, claim to act or give the impression you are acting as a representative of your authority.

#### 3. General Obligations

- 3.1. You must treat others with respect.
- 3.2. You must observe any protocols or codes of practice adopted by your authority.
- 3.3. You must not:
  - 3.3.1. do anything which may cause your authority to breach any of the equality enactments (as defined in section 33 of the Equality Act 2006);
  - 3.3.2. bully any person;

- 3.3.3. intimidate or attempt to intimidate any person who is or is likely to be a complainant, a witness, or involved in the administration of any investigation or proceedings, in relation to an allegation that a member (including yourself) has failed to comply with his or her authority's code of conduct;
- 3.3.4. do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, your authority.
- 3.3.5. disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
  - 3.3.5.1. you have the consent of a person authorised to give it;
  - 3.3.5.2. you are required by law to do so;
  - 3.3.5.3. the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
  - 3.3.5.4. the disclosure is reasonable and in the public interest; and is made in good faith and in compliance with the reasonable requirements of the authority;
- 3.3.6. prevent another person from gaining access to information to which that person is entitled by law.
- 3.3.7. conduct yourself in a manner which could be reasonably regarded as bringing your authority or your office into disrepute
- 3.3.8. use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage
- 3.4. You must, when using or authorising the use by others of the resources of your authority:
  - 3.4.1. act in accordance with your authority's reasonable requirements;
  - 3.4.2. ensure that such resources are not used improperly for political purposes (including party political purposes); and

- 3.4.3. have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

## Part 2

### Members Interests

#### 4. Disclosable Pecuniary Interests

4.1. You have a disclosable pecuniary interest in any business of your authority if it is of a description set out in 4.2 below and either is:-

- 4.1.1. an interest of yours
- 4.1.2. an interest of your spouse
- 4.1.3. an interest of your civil partner
- 4.1.4. an interest of a person you are living with as a spouse or civil partner

and in the case of paragraphs 4.1.2 – 4.1.3 you are aware that that other person has the interest

4.2. "Disclosable pecuniary interests" are defined by the *[Insert details of the S.I. when known]* and are:-

- 4.2.1.

#### 5. Other Pecuniary Interests

You have a pecuniary interest in any business of your authority where either:-

5.1 it relates to or is likely to affect:-

- 5.1.1. any employment or business carried on by you
- 5.1.2. any person or body who employs or has appointed you
- 5.1.3. any person or body who has a place of business or land in your authority's area and in whom you have a beneficial interest in a class of securities of that person or body that exceeds the nominal value of £25,000.00 or one percent of the total issued share capital (whichever is the lower)
- 5.1.4. any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are

a remunerated director or a person or body of a description referred to in paragraph 5.1.3

5.1.5. any land in your local authority's area in which you have a beneficial interest

5.1.6. any land where the landlord is your authority and you are or a firm in which you are a partner, a company of which you are a remunerated director or a person or body of a description referred to in paragraph 5.1.3 is the tenant

5.1.7. any land in the authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer

or

5.2. a decision in relation to that business might reasonably be regarded as affecting your financial position or the financial position of a relevant person to a greater extent than the majority of:-

5.2.1. (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or

5.2.2. (in all other cases) other council tax payers, ratepayers or inhabitants of your authority's area.

## **6. Non-Pecuniary Interests**

You have a non-pecuniary interest in any business of your authority where either:-

6.1. it relates to or is likely to affect:-

6.1.1. any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority

6.1.2. any body:-

6.1.2.1. exercising functions of a public nature;

6.1.2.2. directed towards charitable purposes; or

6.1.2.3. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)



of which you are a member or in a position of general control or management

6.1.3. The interests of any person or body, other than a relevant authority, who has made a payment to you or on your behalf in respect of your election or any expenses incurred by you in carrying out your duties

6.1.4. the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25

or

6.2.a decision in relation to that business might reasonably be regarded as affecting your wellbeing or the wellbeing of a relevant person to a greater extent than the majority of:-

6.2.1. (in the case of authorities with electoral divisions or wards) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or

6.2.2. (in all other cases) other council tax payers, ratepayers or inhabitants of your authority's area.

## **7. "Relevant Persons"**

For the purposes of paragraphs 5.2 and 6.2 "relevant person" means:-

7.1. a member of your family or any person with whom you have a close association

7.2. any person who employs or has appointed such persons, any firm in which they are a partner or any company of which they are directors

7.3. any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000.00 or

7.4. any body of which such persons are a member or in a position of general control or management and to which you are appointed or nominated by your authority

7.5. any body of a type described in paragraph 6.1.2 of which such persons are members or in a position of general control or management

## **8. Disclosure of Interests**

- 8.1. Subject to paragraph 8.2 where you or a relevant person have a disclosable pecuniary interest, any other pecuniary interest or a non-pecuniary interest in any business of your authority and you are present at a meeting of your authority at which the business is considered you must disclose to that meeting the existence and the nature of the interest if you are aware or ought reasonably to be aware of it.
- 8.2. Where you or a relevant person have an interest in any business of your authority which would be disclosable by virtue of paragraph 8.1 but by virtue of paragraph 12 (sensitive interests) details of the interest are not registered in your authority's published register of members' interests you must disclose to the meeting the fact that you have an interest and that the interest is a disclosable pecuniary interest (if that is the case) but need not disclose the nature of the interest to the meeting
- 8.3. Where you or a relevant person have an interest in any business of your authority which would be disclosable by virtue of paragraph 8.1 and you have made an executive decision in relation to that business you must ensure that any written statement of that decision records the existence and nature of that interest and for the purposes of this paragraph "executive decision" is to be construed in accordance with any regulations made by the Secretary of State under s.22 Local Government Act 2000

## **9. Effect of interests upon participation in meetings**

- 9.1. If you have a disclosable pecuniary interest in any business of your authority and are present at a meeting of the authority at which such business is to be considered or is being considered you must:-
- 9.1.1. disclose the existence and nature of the interest in accordance with paragraph 8.1 (but subject to paragraph 8.2)
- 9.1.2. withdraw from the room or chamber where the meeting considering the business is being held unless you have obtained a dispensation from your authority
- 9.1.3. not participate or participate further in any discussion of the matter at the meeting

- 9.1.4. not participate in any vote or further vote taken on the matter at the meeting
- 9.2. if a function of your authority may be discharged by a member acting alone and you have a disclosable pecuniary interest in any matter to be dealt with or being dealt with in the course of discharging that function you may not take any steps or any further steps in relation to the matter (except for the purpose of enabling the matter to be dealt with otherwise than by yourself)
- 9.3. If you have a pecuniary interest other than a disclosable pecuniary interest in any business of your authority which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest and you are present at a meeting of the authority at which such business is to be considered or is being considered you must:-
- 9.3.1. disclose the existence and nature of the interest in accordance with paragraph 8.1 (but subject to paragraph 8.2)
- 9.3.2. unless you have obtained a dispensation from your authority withdraw from the room or chamber where the meeting considering the business is being held in a case where paragraph 9.4 applies immediately after making your representations or in any other case when the business is under consideration
- 9.4. Where you have a pecuniary interest other than a disclosable pecuniary interest in any business of your authority you may attend a meeting for the purpose of making representations only

### **Part 3**

#### **Registration of Members Interests**

##### **10. Disclosable Pecuniary Interests**

- 10.1. Under the Localism Act 2011:-
- 10.1.1. you are required to notify your authority's monitoring officer of any disclosable pecuniary interests as referred to in paragraph 4 which you have at the time notification is given before the end of 28 days

beginning with the day on which you become a member or co-opted member of the authority.

10.1.2. you are also to notify your authority's monitoring officer of any disclosable pecuniary interest as referred to in paragraph 4 which is not entered in your authority's register of interests and is not subject of a pending notification before the end of 28 days beginning from the date of disclosure of that interest at a meeting of your authority

10.1.3. if a function of your authority may be discharged by a member acting alone and you are exercising such a function you are also required to notify your authority's monitoring officer of any disclosable pecuniary interest as referred to in paragraph 4 which is not entered in your authority's register of interests and is not subject of a pending notification before the end of 28 days beginning from the date you become aware that you have a disclosable pecuniary interest relating to the matter being to be dealt with or being dealt with in the course of discharging that function

10.2. Notifications of disclosable pecuniary interests to the monitoring officer under paragraph 10.1 shall be in writing

10.3. Notwithstanding the provisions of the Localism Act 2011:-

10.3.1. before the end of 28 days beginning from the date upon which this Code takes effect or within 28 days of your election or appointment to office (whichever is later) you must register in your authority's Register of Members' Interests maintained under s.29 Localism Act 2011 your disclosable pecuniary interests as referred to in paragraph 4

10.3.2. you must within 28 days of becoming aware of any new disclosable pecuniary interest or change to any disclosable pecuniary interest registered under paragraph 10.1 or paragraph 10.2 register details of that new disclosable pecuniary interest or change by providing written notification to your authority's monitoring officer

## **11. Other Pecuniary Interests and Non-Pecuniary Interests**

11.1. Before the end of 28 days beginning from the date upon which this Code takes effect or within 28 days of your election or appointment to office

(whichever is later) you must register in your authority's Register of Members' Interests maintained under s.29 Localism Act 2011 your pecuniary interests of a description referred to in paragraph 5.1 and your non-pecuniary interests of a description referred to in paragraph 6.1 by providing written notification to your authority's monitoring officer

11.2. You must within 28 days of becoming aware of any new interest registerable under paragraph 11.1 or change to any interest registered under that paragraph register details of that new interest or change by providing written notification to your authority's monitoring officer

## **12. Sensitive interests**

Where you have an interest registerable under paragraphs 10.1, 10.2, 10.4 or 11.1 and the nature of the interest is such that you and your authority's monitoring officer consider that disclosure of details of the interest could lead to you or a person connected with you being subject to violence or intimidation if the interest is entered in the authority's register then copies of the register available for inspection and any published version of the register shall not include details of the interest but may state that you have an interest details of which are withheld under s.32(2) Localism Act 2011 and/or this paragraph

## **APPENDIX**

### **THE PRINCIPALS CONTAINED IN s.28 (1) LOCALISM ACT 2011**

1. Selflessness
2. Integrity
3. Objectivity
4. Accountability
5. Openness
6. Honesty
7. Leadership

## Template Code of Conduct

As a member or co-opted member of *[X authority]* I 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.

In accordance with the Localism Act provisions, when acting in this capacity I am 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. 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.

The Act further provides for registration and disclosure of interests and in *[X authority]* this will be done as follows: *[to be completed by individual authorities]*

As a Member of [X authority], 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 [county][borough][Authority'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 this 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.



**Bob Neill MP**  
*Parliamentary Under Secretary of State*

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**To all Local Authority Leaders**

11 April 2012

Dear Colleague,

I am writing to let you know that my Department is today making available an illustrative text for a code of conduct for members and co-opted members of local authorities. This text provides local authorities with an example of what a local authority's code of conduct for the new standards arrangements might look like.

We have made provision in the Localism Act 2011 for the abolition of the Standards Board regime, and the Standards Board itself was abolished on 31 March. The Act also makes provision for new standards arrangements including the involvement of an independent person in allegations of misconduct, a new criminal offence for failing to declare or register interests, and the requirement for local authorities to adopt a code of conduct that is consistent with the seven 'Nolan' principles of standards in public life; selflessness, integrity, objectivity, accountability, openness, honesty and leadership, as well as making provision for the registration and disclosure of pecuniary and non-pecuniary interests.

The model code of conduct was a key part of the Standards Board regime, a top-down, centrally imposed regime that became a vehicle for vexatious complaints. Moving to new arrangements means that local authorities will be free to discard the model code and adopt their own, Nolan compliant, code. In order to give local authorities an idea of what a Nolan compliant model code featuring provisions about pecuniary and not pecuniary interests might look like, I am attaching an example. As you will see, it is very different to the model code that formed part of the Standards Board regime, while clearly requiring that members act in a manner that promotes and maintains high standards of conduct.

Together, these measures will ensure high standards in public life, prevent corruption, and put a stop to petty, vexatious complaints that consume local authority resources and damage the reputation of local government.

We have produced this example of a local code to provide certainty to local authorities who wish to adopt a lighter touch code compared to the centralist, top-down model code, and to help local authorities (especially parish councils) who might otherwise consider they need to commit valuable resource to creating a code to ensure compliance with the Localism Act. I hope you find the example code of conduct helpful.

A handwritten signature in black ink, appearing to read "Bob Neill", written over a light blue circular watermark.

**BOB NEILL MP**

**Illustrative text for code dealing with the conduct expected of members and co-opted members of the authority when acting in that capacity**

You are a member or co-opted member of the [name] council and hence you shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Accordingly, when acting in your capacity as a member or co-opted member -

You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, on merit.

You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.

You must be as open as possible about your decisions and actions and the decisions and actions of your authority and should be prepared to give reasons for those decisions and actions.

You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out in the box below.

You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.

**Registering and declaring pecuniary and non-pecuniary interests**

You must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners.

In addition, you must, within 28 days of taking office as a member or co-opted member, notify your authority's monitoring officer of any disclosable pecuniary or non-pecuniary interest which your authority has decided should be included in the register.

If an interest has not been entered onto the authority's register, then the member must disclose the interest to any meeting of the authority at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'.<sup>1</sup>

Following any disclosure of an interest not on the authority's register or the subject of pending notification, you must notify the monitoring officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State. Additionally, you must observe the restrictions your authority places on your involvement in matters where you have a pecuniary or non pecuniary interest as defined by your authority.

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<sup>1</sup> A 'sensitive interest' is described in the Localism Act 2011 as a member or co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.