Appendix B to Code of Conduct (KPC-POL-02)

Registering Interests.

1. Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Chair/Clerk the interests which fall within the categories set out in **List 1 (Disclosable Pecuniary Interests)** which are as described in "The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012". You should also register details of your other personal interests which fall within the categories set out in **List 2 (Other Registerable Interests)**.

1.1 **"Disclosable Pecuniary Interest"** means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in **List 1** below.

1.2 **"Partner"** means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1.2.1 You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Chair/Clerk.

1.2.2 A 'sensitive interest' is an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.

1.2.3 Where you have a 'sensitive interest' you must notify the Chair/Clerk with the reasons why you believe it is a sensitive interest. If the Chair/Clerk agrees they will withhold the interest from the public register.

2. **Non participation in case of disclosable pecuniary interest**

2.1 Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **List 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

2.2 [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Chair/Clerk of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

3. **Disclosure of Other Registerable Interests**

3.1 Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in List 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

4. **Disclosure of Non-Registerable Interests**

4.1 Where a matter arises at a meeting which ***directly relates*** to your financial interest or well-being (and is not a

Disclosable Pecuniary Interest set out in List 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

4.2 Where a matter arises at a meeting which ***affects***:

4.2.1 your own financial interest or well-being;

4.2.2 a financial interest or well-being of a relative or close associate; or

4.2.3 a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **List 2** you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

4.3 Where a matter (referred to in paragraph 8 above) affects the financial interest or well- being:

4.3.1 to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;

4.3.2 a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

4.4 You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

4.5 [Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Chair/Clerk of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]:

5. **List 1: Disclosable Pecuniary Interests**

5.1 This list sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

5.2 **Employment, office, trade, profession or vocation**

Any employment, office, trade, profession or vocation carried on for profit or gain.

5.3 **Sponsorship**

Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

5.4 **Contracts**

Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council

5.4.1 under which goods or services are to be provided or works are to be executed; and

5.4.2 which has not been fully discharged.

5.5 **Land and Property**

Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.

5.6 **Licenses**

Any license (alone or jointly with others) to occupy land in the area of the council for a month or longer

5.7 **Corporate tenancies**

Any tenancy where (to the councillor's knowledge)

5.7.1 the landlord is the council; and

5.7.2 the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.

5.8 **Securities**

Any beneficial interest in securities* of a body where

5.8.1 that body (to the councillor's knowledge) has a place of business or land in the area of the council; and

5.8.2 either

- the total nominal value of the securities***** exceeds £25,000 or one hundredth of the total issued share capital of that body; or
- 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 councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

*'director' includes a member of the committee of management of an industrial and provident society.

*'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.

6. **List 2: Other Registrable Interests**

6.1 You must register as an Other Registerable Interest:

6.1.1 any unpaid directorships

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

6.1.3 any body

- exercising functions of a public nature
- directed to charitable purposes or
- 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