

PART 8.3 ARRANGEMENTS REGARDING THE REGISTER OF MEMBERS' INTERESTS

Information for all councillors and co-opted members with voting rights

You must register your interests

- The Council approved a revised local Code of Conduct ("local Code") on 11 December 2014. You must register in the Council's Register of Members' Interests details of your Disclosable Pecuniary Interests within 28 days of this date, or (if later) within 28 days of your election or appointment to office. These are the interests which fall within any of the categories mentioned in Appendix A of the Council's local Code.
- In addition, you must, within 28 days of –
 - (a) the Council's local Code being adopted; or
 - (b) your election to office (where that is later)

register in the Council's Register of Member's Interests any Personal Interests, which are those set out in Appendix B of the Council's local Code.

- To satisfy the requirement to register, you must provide **written** notification to the Council's Monitoring Officer (the Head of Legal and Democratic Services).
- **Please do this by completing all the sections of the attached form (Form 1). For sections where you have no declarations to make, please put "nil" or "not applicable" rather than leaving them blank. Then please sign the form, date it & return it without delay to the Head of Democratic Services, King's House, Grand Avenue, Hove, BN3 2LS.** If there is insufficient space at any particular category on the form, please supply the details on an additional sheet.

You must keep the information up to date

- You must within 28 days of becoming aware of any new registerable interest or change to any interest that you have registered, register details of that new interest or change by providing written notification to the Council's Monitoring Officer.
- You can do this either by completing and sending a new version of the attached form (Form 1) or the short form (Form 2), or a letter or e-mail with the necessary information, to the Monitoring Officer, c/o **Head of Democratic Services, King's House, Grand Avenue, Hove, BN3 2LS**

Possible exception - sensitive information

- Under paragraph 2.4 of the Code, where you consider that the information relating to any of your registerable 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, the details of which, if disclosed, could lead to you or a person connected with you being subject 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.**
- 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.

Queries / Contacts

- If you have any queries about the register, or making your declaration of personal interests, or amending your declaration, do please contact any of the following as appropriate:-
- Mark Wall, Head of Democratic Services - ext 1006 - for routine matters as the Democratic Services team keeps the register and the forms that you submit. They also deal with any requests for inspection by the public.
- Elizabeth Culbert, Deputy Head of Law – ext 1515 – for more complex or legal queries about the obligation to register or interpretation of the local Code and its requirements.
- Abraham Ghebre-Ghiorghis, Head of Law and Monitoring Officer – ext 1500.

BRIGHTON & HOVE CITY COUNCIL – MEMBER DECLARATIONS

PUBLIC REGISTER OF MEMBERS' INTERESTS

Please complete all the sections of the form. For sections where you have no declarations to make, please put "nil" or "not applicable" rather than leaving them blank.

This entry is from _____ [please print name]

DISCLOSABLE PECUNIARY INTERESTS

The Disclosable Pecuniary Interests (including those of my spouse, civil partner and a person with whom I am living as spouse or civil partner) under Appendix A of the Council's Code of Conduct for Members and pursuant to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 are as listed in column 3 below:-

	Type of Interest as described in the Code and Regulations.	Declaration – Disclosable Pecuniary Interests (including those of my spouse or partner with whom I am living as spouse)
i	<p>Employment, office, trade, profession or vocation</p> <p><i>Any employment, office, trade, profession or vocation carried on for profit or gain</i></p>	
ii	<p>Sponsorship</p> <p><i>Any payment or provision of any other financial benefit (other than from Brighton & Hove City Council) made or provided in the 12 month period preceding notification of this pecuniary interest in respect of any expenses incurred in carrying out duties as a member or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union</i></p>	

	<i>and labour relations (Consolidation) Act 1992.</i>	
iii	<p>Contracts</p> <p><i>Any contract which is made between you or other relevant persons* (or a body in which you or other relevant persons** have a beneficial interest) and the relevant authority –</i></p> <p><i>(a) under which goods or services are to be provided or works are to be executed; and</i></p> <p><i>(b) which has not been fully discharged</i></p> <p><i>* A “relevant person” is your spouse or civil partner; a person with whom you are living as husband or wife; or a person with whom you are living as if they were a civil partner.</i></p> <p><i>** A “body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest</i></p> <p><i>“Director” includes a member of the committee of management of a registered society within the meaning given by section 1(1) of the Co-operative and Community Benefit Societies Act 2014, other than a society registered as a credit union.</i></p> <p><i>See ‘Securities’ for definition of ‘securities’.</i></p>	
iv	<p>Land</p> <p><i>Any beneficial interest in land which is within the area of the</i></p>	

	<p><i>Brighton & Hove</i></p> <p><i>“Land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income.</i></p>	
v	<p>Licences</p> <p><i>Any licence (alone or jointly with others) to occupy land in the area of Brighton & Hove for a month or longer</i></p>	
vi	<p>Corporate Tenancies</p> <p><i>Any tenancy where (to your knowledge) –</i></p> <ul style="list-style-type: none"> <i>(a) the landlord is Brighton & Hove City Council; and</i> <i>(b) the tenant is a body in which you or another “relevant person” (as defined in item 3 above) has a beneficial interest</i> 	
vii	<p>Securities*</p> <p><i>Any beneficial interest in securities of a body where –</i></p> <ul style="list-style-type: none"> <i>(a) that body (to your knowledge) has a place of business or land in the area of Brighton & Hove; and</i> <i>(b) either –</i> <ul style="list-style-type: none"> <i>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</i> <i>(ii) 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 or a “relevant person” (as defined in item 3 above) has a beneficial interest exceeds one hundredth of the total issued share capital of</i> 	

	<p><i>that class.</i></p> <p><i>**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.</i></p> <p><i>See (iv) for definition of ‘land’.</i></p>	
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PERSONAL INTERESTS

My Personal Interests under Appendix B of the Council’s Code of Conduct for Members are as listed in column 3 below:-

	Type of interest described in the Code	Declaration – my Personal Interest
i	<p>Any body of which I am in a position of general control or management</p>	
ii	<p>Any gifts or hospitality worth more than an estimated value of £50, which I have accepted by virtue of my office</p> <p>In each case, please list:</p> <p style="padding-left: 20px;">(i) the giver</p> <p style="padding-left: 20px;">(ii) the date of receipt</p> <p style="padding-left: 20px;">(iii) description of gift/hospitality</p> <p style="padding-left: 20px;">(iv) any other comments eg whether you kept the gift or passed it on</p>	
<p>Voluntary Registration of membership of private clubs</p> <ul style="list-style-type: none"> • Paragraph 2.5 of the Council’s Code of Conduct indicates that you may provide written notification to the Monitoring Officer of your membership of any private club and of any subsequent change or addition to this information. 		

- You are encouraged to make such a declaration since the Council considers this promotes the interests of openness and represents good practice. However failure to declare membership of private clubs will not be a breach of the Code.
- The space below is for this purpose. This voluntary declaration would include clubs such as cricket, football and other sports clubs, social clubs or other similar organisation.

I declare to Brighton & Hove City Council that the above are my interests, as required to be declared by the Council's Code of Conduct and, in relation to Disclosable Pecuniary Interests, by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Signed _____

Date _____

Name (please print) _____

BRIGHTON & HOVE CITY COUNCIL – MEMBER DECLARATIONS

General guidance

Before filling in the form, please re-read the Council's Code of Conduct.

Please also note that any Disclosable Pecuniary Interest (in Appendix A of the Code) includes those of a spouse or civil partner and a person with whom you are living as husband or wife or civil partner.

In relation to Personal Interests (Appendix B of the Code) please also refer to paragraph 3.2 and 3.3 of the Code.

Guidance in relation to shares, gifts and hospitality and land

1. The Code refers to the nominal value of securities. What is this - is it different to the market value of securities?

The nominal value of securities is the face value of those securities (eg the value recorded on a share certificate). For example:

You bought 10,000 £1.50 shares (face value) in 1999. The market value at the time was £3.00 each, so the total paid was £30,000. Those shares are now worth £45,000. You are required to declare the nominal value of shares held in excess of £25,000. The nominal value of those shares would be £15,000 (10,000 x £1.50). Therefore you would not be obliged to enter the shares on the register of interests, even though the current market value of the shares is £45,000. This will be the case unless the number of shares you hold represents more than one hundredth of the total issued share capital of the relevant corporate body.

2. Do I need to register all gifts and hospitality I receive?

No. You only need to register gifts and hospitality worth at least £50 that you receive in connection with your official duties as a Member. Gifts received in a personal capacity do not fall within those circumstances, so do not need to be registered.

3. Do I need to register land that I own overseas or in parts of England outside the Council's area?

No. You only need to register land you own or in which you have a beneficial interest that is within the Council's area.

BRIGHTON & HOVE CITY COUNCIL – MEMBER DECLARATIONS

PUBLIC REGISTER OF MEMBERS' INTERESTS

1. This form is for you to notify changes to your declaration of interests as a Member. Please send the completed form within 28 days of the change to: The Head of Democratic Services, King's House, Grand Avenue, Hove, BN3 2LS
2. NB in relation to gifts and hospitality received by you in your role as a Member, only gifts or hospitality with an estimated value of at least £50 must be declared.

Please list below any gifts & hospitality received by you		
1.	Name of person who, or organisation which, supplied gift / hospitality to you	
2.	Date of receipt of gift / hospitality	
3.	Description of gift / hospitality	
4.	Any other comments / information (eg you may wish to say whether you have kept a gift or passed it on)	
Please list below any other changes to your interests		

Please amend the register of my interests under Brighton & Hove City Council's Code of Conduct for Members to record the change(s) listed above:-

Signed _____ **Date** _____

Name (please print) _____