PART 9.2 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 adopted a new local Code of Conduct ("local Code") on 15 May 2008. You must register in the Council's register of Members' interests details of your registerable **personal 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 paragraph 8(1)(a) of the Council's local Code.

- To satisfy the requirement to register, you must provide **written** notification to the Council's Monitoring Officer (the Director of Strategy and Governance).

- **Please do this by completing all the sections of the attached form. 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 Director of Strategy and Governance, c/o Angela Woodall, Democratic Services, Room 120 King's House, Grand Avenue, Hove, BN3 2SR.** 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 personal interest or change to any such interest that you have registered, register details of that new registerable personal 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 this form or the short form (see Annex 2), or a letter or e-mail with the necessary information, to the Director of Strategy and Governance, c/o Angela Woodall, Democratic Services, Room 120 King's House, Grand Avenue, Hove, BN3 2SR.

Possible exception - sensitive information

- Under paragraph 14 of the local 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 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.**

- 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 - and Angela Woodall, Democratic Support Manager – ext 1354 – 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.

- Liz Woodley, Senior Solicitor – ext 1509 – for more complex or legal queries about the obligation to register or interpretation of the local Code and its requirements.

- Abraham Ghebre-Ghiorgis, Head of Law – ext 1500 – is the Deputy Monitoring Officer and Alex Bailey, Director of Strategy & Governance – ext 1295 – is the Monitoring Officer.

- You may also find the Standards Board website at www.standardsboard.gov.uk to be helpful. Under "code of conduct" it has an extensive section on "frequently asked questions about the Code".

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]
My registerable personal interests (under paragraph 8(1)(a) of the Council's local Code of Conduct for Members) are as listed in column 3 below:-

	Type of Interest as described in the local Code.	**Declaration – My interests**
i	**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.**	The Council has appointed / nominated me to:-
ii	**Any body** **(1) exercising functions of a public nature; or** **(2) directed to charitable purposes; or** **(3) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);** **of which I am a member or in a position of general control or management.**	The following are • my other public bodies, • my charities & • my memberships of groups aiming to influence public opinion or policy (including political parties & trade unions):-

iii	**Any employment or business carried on by me.**	My job(s) are:-
iv	**Any person or body who employs or has appointed me.**	I do work for:-
v	**Any person or body <u>other than a relevant authority</u> (*"relevant authority" includes Brighton & Hove City Council, East Sussex Fire Authority, the Police Authority or any parish council*) who has made a payment to me in respect of my election or any expenses incurred by me in carrying out my duties.**	I get election or other expenses (including any <u>political</u> or <u>private</u> donations) from:-
vi	**Any person or body who has a place of business or land in the Council's area (*the City of Brighton & Hove*) 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). (*See explanatory note 1 at Annex 1)***	I have such an interest in the following persons/bodies with a local connection:-

vii	**Any contract for goods, services or works made between the Council and me or a firm in which I am a partner, a company of which I am a remunerated director, or a person or body of the description specified in box (vi) above.**	I, my partnership, or a company / person / body that I am connected with has the following contracts with the Council:-
viii	**Any person from whom I have received a gift or hospitality with an estimated value of at least £25. (*See explanatory note 2 at Annex 1*)** **NB (1) In each case please list** • **the giver;** • **the date of receipt;** • **description of gift/hospitality;** • **any other comments eg whether you kept the gift or passed it on.** **NB (2) Gifts / hospitality which you have previously declared will be retained on the register – there is no need to declare them again.**	The following gift(s) / hospitality were given to me in connection with or by reason of my membership of the Council:-
ix	**Any land in the Council's area (*the City of Brighton & Hove*) in which I have a beneficial interest. (*See explanatory note 3 at Annex 1*)**	I have the following property interests (eg freehold, leasehold or tenancy) in the Council's area:-

x	**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.**	I, my partnership, or a company / person / body that I am connected with is the tenant of the Council at the following addresses(es):-
xi	**Any land in the Council's area (*the City of Brighton*) for which I have a licence (alone or jointly with others) to occupy for 28 days or longer.**	I have a licence to occupy the following land in the Council's area:-

Voluntary registration of membership of private clubs

- Paragraph 15 of the Council's local 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, **but NB any clubs or organisations which are charities, for example Rotary or the Grand Charity (Freemasons) MUST be declared at section ii of this form (above) and not here.**

I declare to Brighton & Hove City 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)_____

ANNEX 1

BRIGHTON & HOVE CITY COUNCIL – MEMBER DECLARATIONS

Guidance based on information supplied by the Standards Board in relation to some of the questions the Board is frequently asked about the register of personal interests

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

   The nominal value of shares is the face value of those shares (the value recorded on the 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 £25 that you receive in connection with your official duties as a Member. The local Code says that it does not apply to Members outside their official capacity apart from certain specified circumstances. 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.

ANNEX 2

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 Director of Strategy & Governance, c/o Angela Woodall, 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 £25 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 declaration of my personal interests under Brighton & Hove City Council's local Code of Conduct for Members to record the change(s) listed above:-

Signed_____Date_____

Name (please print)_____