



South  
Cambridgeshire  
District Council

# Register of Parish Members' Financial and other Interests

This form comprises the entry in the Register of Interests of the below named member.

The register of interests is maintained by the Monitoring Officer in accordance with Section 29 of the Localism Act 2011 and will be published on the Council's website.

Name \_\_\_\_\_

Parish Council \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

If you require any assistance as to how to complete this document, please contact the Monitoring Office at [Monitoring.Officer@scambs.gov.uk](mailto:Monitoring.Officer@scambs.gov.uk)

## Members' Interests

The following interests are the disclosable pecuniary interests which each member must declare.

Please complete each section for you and your Civil Partner, spouse or partner you live with in accordance with section 29 and 30 the Localism Act 2011.

Please note: for the purposes of the register, an interest of your spouse or civil partner that you are aware of, which is listed in the national rules, is your disclosable pecuniary interest. The District Council's website will not differentiate between your disclosable pecuniary interests and those that relate to your spouse or civil partner.

**Q1 Employment Office Trade Profession or Vocation**

1.1 Are you employed – whether full or part-time?  
(This does not include a remunerated director – this is dealt with at Question 1.4)

If **No**, please state here and go to Q1.2 \_\_\_\_\_

If **Yes**, please state the name and address of your employer

Please complete this information for:

You	
Your Civil Partner, spouse or partner you live with	

1.2 Are you self-employed or do you run, or are you a partner in a business?

If **No**, please state here and go to Q1.3 \_\_\_\_\_

If **Yes**, please state the name and address(es) of your business(es)

Please complete this information for:

You	
Your Civil Partner, spouse or partner you live with	

--	--

1.3 Do you hold any office, profession or vocation carried on for profit or gain? (Gain or profit is not defined in the Act but would include anything which results in a benefit having pecuniary value and any activity carried on for gain or profit regardless of whether gain or profit is actually achieved. You do not need to include your membership of your parish council)

If **No**, please state here and go to Q1.4\_\_\_\_\_

If **Yes**, please specify the office, profession or vocation

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	

1.4 Are you a remunerated director of a company? (This means that you receive payment, services, goods or other benefits from the company having a pecuniary value)

If **No**, please state here and go to Q2\_\_\_\_\_

If **Yes**, please state the name and address(es) of your company / companies

Does the information provided relate to:

You	

Your Civil Partner, spouse or partner you live with	
---	--

## Q2 Sponsorship

2.1 Has any person, or body, made a payment to you for any expenses incurred by you as a member?  
(This does not include any expenses paid to you by the Parish Council to fulfil your role as a member)

Yes

No

If **No**, please go to Q2.2

If **Yes**, please provide details:

2.2 Has any person, or body, made a payment to you for your election expenses?

Yes

No

If **No**, please go to Question 2.3

If **Yes**, please provide details

2.3 Have you received any payment or financial benefit from a trade union?

Yes

No

If **No**, please go to Q3

If **Yes**, please provide details:

**Q3 Contracts**

3.1 Do you have any contracts with the Council for goods or services which have not been discharged? (A contract is normally written and includes any agreement or arrangement for the supply of goods or services for this Council)

If **No** or **not known**, please state here and go to Q3.2 \_\_\_\_\_

If **Yes**, please provide details of the goods or services provided

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	

3.2 Does any body, in which you hold a beneficial interest, have any contracts with the Council for goods or services which have not been discharged?  
(A contract is normally written and includes any agreement or arrangement for the supply of goods or services for this Council)

If **No** or **not known**, please state here and got to Q4. \_\_\_\_\_

If **Yes**, please provide details of the goods or services provided

Does the information provided relate to:

You	
-----	--

Your Civil Partner,  
spouse or partner  
you live with

#### Q4 Land Licences and Corporate Tenancies

4.1 Do you hold any beneficial interest in land within the Parish Council's area?  
(A beneficial interest is one in which you have some proprietary interest in land or buildings, or parts of land or buildings. You should include your home under this heading as owner, lessee or tenant and any land in which you are joint owner, lessee or tenant. You should also include any property from which you receive rent, or of which you are a mortgagee).

If **No**, please state here and go to Q4.2\_\_\_\_\_

If **Yes**, please give the address or a brief description of the land:

Does the information provided relate to:

You

Your Civil Partner,  
spouse or partner  
you live with

4.2 Do you have a licence to occupy land for a month or longer within the Parish Council area?

(A licence is a contract granting you the right to occupy land or buildings on a non-exclusive basis. Please include any licence which you have jointly with others.)

If **No**, please state here and go to Q4.3\_\_\_\_\_

If **Yes**, please give details of the licence (the address or a brief description of the land)

Does the information provided relate to:

You

Your Civil Partner, spouse or partner you live with	
4.3	<p>Do you have a beneficial interest in any body which is the tenant of land where the Council is the landlord?</p> <p>(Please provide details of any land or buildings where the Parish Council is the landlord and the tenant is a body on which you have some proprietary interest for your own benefit e.g. your business. You should give the address or a brief description to identify the tenancy and the body which is the tenant)</p> <p>If <b>No</b>, please state here and go to Q5 _____</p> <p>If <b>Yes</b>, please provide the address(es) or other descriptions(s) of any land interest:</p> <p>Does the information provided relate to:</p>
You	
Your Civil Partner, spouse or partner you live with	



## Q5 Securities

5.1 Do you have a beneficial interest in a class of securities of a body that:

- (a) has a place of business in the Parish Council's area and
- (b) that exceeds the nominal value of £25,000 or 1 / 100 of the total issued shared capital of that body?

(If you own shares or other form of equity in a company or other body which has a place of business within the authority's area, you will need to consider whether the interest is to be included. Identify the nominal value; this is the amount of shares indicated on the certificate; not the market value. If this exceeds £25,000, you need to register the name of the company or body. If this is less than £25,000 but your holding is more than 1% of the total issued share capital, you need to register the name of the company or body)

If **No**, please state here and go to the signatory part of this form. \_\_\_\_\_

If **Yes**, please provide details:

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	

## Part 2

### Other registerable interests

Use this section to declare other interests which are not Disclosable Pecuniary Interests, but which might be affected by Council business. These declarations will also be published on the South Cambridgeshire District Council's website.

These declarations only apply to you and not to your partner.

<b>Unpaid Directorships:</b>	
<b>You</b>	
<b>Membership of outside bodies appointed by the Council</b> Bodies of which I am a member or are in a position of general control or management and to which I am nominated or appointed by the Council:	
<b>You</b>	
<b>Membership of outside bodies</b> Bodies of which I am a member or am in a position of general control or management: (i) exercising functions of a public nature; (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):	
<b>You</b>	

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Your personal data

The Monitoring Officer is required to undertake processing of your personal data relating to your role as a councillor. The [Monitoring Officer's privacy notice](#) is available at this link and can be found on South Cambridgeshire District Council website's Customer Privacy Notice section.

Please tick here to confirm you have accessed and read the Monitoring Officer's privacy notice.

If you have any queries concerning the processing of your data, please do not hesitate to contact [Democratic.Services@scambbs.gov.uk](mailto:Democratic.Services@scambbs.gov.uk)

Please return this form to the Monitoring Officer, South Cambridgeshire District Council,  
Cambourne Business Park, Cambourne, Cambridge, CB23 6EA or by email to:

[Monitoring.Officer@scambbs.gov.uk](mailto:Monitoring.Officer@scambbs.gov.uk)

A copy should also be retained by the parish clerk.

#### **Guidance notes**

Please refer overleaf to guidance notes on how to complete this form.

# Guidance notes for the Register of Members' Disclosable Pecuniary Interests and Other Registerable Interests

## Part 1 – Disclosable Pecuniary Interests

These notes provide guidance about the information members should include on the register of disclosable pecuniary interests form. The relevant section of the register is given in bold, followed by the corresponding guidance.

It is a legal requirement that each member must register their disclosable pecuniary interests and those of their spouse or partner. (N.B. DCLG guidance suggests that the member may choose to register their partner's interests as if they were their own).

Each individual member must make their own judgment about making a declaration and they should not rely on a direction from an officer, though if in doubt they can speak with the Monitoring Officer. If you require any assistance in completing your members interests form, please contact the Monitoring Officer at [Monitoring.Officer@scambs.gov.uk](mailto:Monitoring.Officer@scambs.gov.uk) for assistance.

All members are required to notify the Monitoring Officer within 28 days of being elected, re-elected or appointed to the Council of any disclosable pecuniary interests which the person has at the time when the notification is given.

Outside of this period, when members have declared a disclosable pecuniary interest at a meeting and that interest was not on their register, they must update their register within 28 days of that meeting. The same rule applies to members making decisions when acting alone.

Failure to register or to declare a "disclosable pecuniary interest" is a criminal offence. So is speaking and voting, unless you have a dispensation. This is punishable by a fine of up to £5,000 and/or disqualification as a South Cambridgeshire District Councillor for up to five years.

### **1. Employment Office Trade Profession or Vocation**

- 1.1 You should declare the name of you/your spouse, partner's employer
- 1.2 If you/your spouse partner are self-employed or run your own business you should declare this information
- 1.3 You should declare every type of employment, office, trade, profession or vocation that you/your spouse, partner carry out or should declare for income tax purposes. This includes a taxable allowance/allowances received from another authority e.g. Cambridgeshire County Council.
- 1.4 You should include the name of any firm of which you/your spouse are a partner, and the name of any company of which you are a remunerated Director. Also, any body which has appointed you, with or without remuneration. You do not need to include your membership and any associated remunerated post to the Parish Council.

Note: whilst the declaration required does not included any voluntary or unpaid post please remember that 'gain' could include other rewards e.g. bonus payments or share dividends, expenses payments etc.

### **2. Sponsorship (Note: this section only applies to you)**

- 2.1 You should include any payment made to you for expenses incurred as a member.
- 2.2 You should show here the name of any person or body, except the Parish Council, who has made a payment to you in respect of your election expenses.  
(Note: It is likely that if you are a member of a registered political party you will have had your expenses met by your political party or any other organisation and you are advised to check this before completing this section.)

2.3 You should include any payment made to you by a trade union.

### 3. **Contracts**

You should describe all contracts, of which you/ your spouse, partner are aware, which are not fully discharged, and which are:

3.1 contracts between the Parish Council and yourself/ your spouse, partner for the supply of goods, services or works to the Parish Council or on the Parish Council's behalf; and

3.2 contracts between a firm in which you/ your spouse, partner are a partner, or a company of which you are a Director, or in which you have a beneficial interest (as disclosed in 1.4 above) and the Parish Council for the supply of goods, services or works to the Parish Council or on the Parish Council's behalf.

You need not say what the financial arrangements are, but should say for how long the contract is.

### 4. **Land Licences and Corporate Tenancies**

4.1 You should declare any land in the Parish area in which you/your spouse, partner have a beneficial interest (that is, in which you/ your spouse, partner have some proprietary interest for your own benefit). You should give the address or a brief description sufficient to identify it. If you/your spouse, partner live in the Parish you should declare your home as owner, lessee, or tenant. You should also declare any property from which you/your spouse, partner receive rent, or of which you are the mortgagee.

4.2 You should declare land in the Parish which you/your spouse, partner have a right either alone or jointly with another to occupy for 28 days or longer, but neither own nor have a tenancy of. You should declare the address or a brief description to identify it.

4.3 You should list any tenancies of property of which you/your spouse, partner are aware where the landlord is the Parish Council, and the tenant is either a firm in which you/your spouse, partner are a partner or a company of which you/your spouse, partner are a Director or in which you/your spouse, partner have a beneficial interest.

Note: "Land" includes any buildings or parts of buildings.

### 5 **Securities**

If you/ your spouse, partner own shares or other form of equity in a company or other body which has a place of business within the Parish's area, you will need to consider whether the interest is to be registered.

Identify the nominal value; this is the amount of shares indicated on the certificate; not the market value. If this exceeds £25,000, you need to register the name of the company or body.

If this is less than £25,000 but your/your spouse, partner's share is more than 1% of the total issued share capital, you need to register the name of the company or body.

## **Part 2 – Other Registerable Interests**

These are not Disclosable Pecuniary Interests.

In addition to the Disclosable Pecuniary Interests above, you must, within 28 days of the code being adopted, or your election or appointment to office (where that is later), notify the monitoring officer in writing of the details of your interests within the following categories, which are called 'other registerable interests':

(a) Details of 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 local authority;

(b) Details of any body of which you are a member or in a position of general control or management and which –

- exercises functions of a public nature

- is directed to charitable purposes, or
- is a body which includes as one of its principal purposes influencing public opinion or policy

(c) Details of any gifts or hospitality with an estimated value of more than £50 or such other limit as your local authority has agreed, that you receive personally in connection with your official duties.

With Other Registerable Interests, you are only obliged to register your own interests and do not need to include interests of spouses or partners. Therefore, a spousal interest in a local group is not registerable as an ‘other registerable interest’. Failure to register these interests is not covered by the criminal offence but would be a breach of the code.

What is a “body exercising functions of a public nature”?

Although it is not possible to produce a definitive list of such bodies, here are some criteria to consider when deciding whether or not a body meets that definition -

- does that body carry out a public service?
- is the body taking the place of local or central government in carrying out the function?
- is the body (including one outsourced in the private sector) exercising a function delegated to it by a public authority?
- is the function exercised under legislation or according to some statutory power?
- can the body be judicially reviewed?
- 

Unless you answer “yes” to one of the above questions, it is unlikely that the body in your case is exercising functions of a public nature.

Examples of bodies included in this definition: government agencies, other councils, public health bodies, council-owned companies exercising public functions, arms-length management organisations carrying out housing functions on behalf of a council, school governing bodies.

#### **Do local campaigning or Facebook groups need to be registered?**

Membership (which does not include simply being on a mailing list), of local campaign or Facebook groups will only need to be registered if they are bodies:

- exercising functions of a public nature;
- directed towards charitable purposes; or
- one whose principal purpose includes influencing public opinion or policy.

Generally, it is unlikely that these groups will be regarded as formal bodies to be registered. However, each case should be considered on its own merits. ‘A Body’ is defined as ‘a number of persons united or organised’. Some groups are very united on their cause and organised, but their purpose must fall under one of the functions listed above.

There must also be some formality to the membership, such as registration for example. Simply attending a meeting of a local campaign does not of itself make you a ‘member’ of that organisation.

There has been a growth in organisations which are more nebulous in nature, and no formal membership requirements exist, such as Extinction Rebellion. It can be helpful to ask yourself the question “do I consider I am a member of the organisation” and if the answer is yes, then register the membership for transparency purposes.

If you need further information or specific advice, please speak to your clerk or monitoring officer.

#### **What about membership of a political party or trade union?**

The second category of other registerable interests refers to membership of a body or being in a position of general control and management of a body, one of whose principal purposes includes the influence of public opinion or policy. This includes any political party or trade union. Memberships of political parties and

Trade Unions therefore need to be registered. Remember that if because of membership of a political party or a trade union any payment or financial benefit is received, it is likely to come under the Sponsorship category of DPI.

## **Sensitive Information**

Where you consider that disclosure of the details of an interest could lead to you, or a person connected with you, being subject to violence or intimidation, and the monitoring officer agrees, if the interest is entered on the register, copies of the register that are made available for inspection and any published version of the register will exclude details of the interest, but may state that you have an interest, the details of which are withheld.

### **What is sensitive information?**

It may include your sensitive employment (such as certain scientific research or the Special Forces) which is covered by other legislation or interests that are likely to create serious risk of violence or intimidation against you or someone who lives with you.

For example, disclosure of your home address where there has been a threat of violence against you or where there is a court order protecting your whereabouts.

You should provide this information to your monitoring officer and explain your concerns regarding the disclosure of the sensitive information; including why it is likely to create a serious risk that you or a person who lives with you will be subjected to violence or intimidation. You do not need to include this information in your register of interests, if your monitoring officer agrees, but you need to disclose at meetings the fact that you have an interest in the matter concerned (see guidance on declaring interests).

### **What happens if the monitoring officer does not agree that the information is sensitive?**

It is for the monitoring officer to decide if the information is sensitive. You must notify the monitoring officer of the information which you think is sensitive and give your reasons and any supporting evidence.

If the monitoring officer agrees, this information does not need to be included in the register of interests. However, if the monitoring officer disagrees then it must be registered.

### **What happens if the information stops being sensitive?**

You must notify the monitoring officer of any change in circumstances which would mean that the sensitive information is no longer sensitive within 28 days of the change, for example a change in employment. The information would then be included in the authority's register of interests.

### **I haven't received a direct threat, but I am concerned about registering my home address.**

At present, councillors are required to register their home address as part of their local authority's register of interests which are typically published on their local authority website. There have been growing concerns about the potential for threats and intimidation to councillors by virtue of disclosing their home address. Whilst some councillors believe disclosing a home address is a core component of democracy and it is important for the public to know where a councillor may live as they may be making decisions that have an impact on their property, others are very concerned about it. Section 32 of the Localism Act 2011 allows Local Authorities to withhold sensitive interests from the public register where their disclosure could lead to violence or intimidation. It is recommended that councillors should not be required to register their home addresses as a disclosable pecuniary interest. The Committee on Standards in Public Life's review of Local Government Ethical Standard recommended in January 2019 that councillors should not be required to register their home addresses as a disclosable pecuniary interest. However, at present the Government has not legislated for this.

It is important that if councillors have such concerns, they share these with the monitoring officer transparently and openly so they can be properly considered.