

## MEMBERS' GUIDANCE NOTE

### DECLARING INTERESTS IN MEETINGS

#### **DISCLOSABLE PECUNIARY INTERESTS (DPIs)**

The Localism Act 2011 makes failure by members to comply with the regulations in respect of disclosable pecuniary interests (DPIs), without reasonable excuse, a criminal offence.

DPIs include:

- Any employment, office, trade, profession or vocation carried on for profit or gain.
- Any payment or provision of any other financial benefit made in respect of any expenses occurred in carrying out member duties or election expenses.
- Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.
- Any beneficial interest in land within the area of the relevant authority.
- Any license to occupy land in the area of the relevant authority for a month or longer.
- Any tenancy where the landlord is the relevant authority, and the tenant is a body in which the relevant person has a beneficial interest.
- Any beneficial interest in securities of a body where
  - a) that body has a piece of business or land in the area of the relevant authority, or
  - b) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body or the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.

You **must make** the declaration of interest at the beginning of the meeting, or as soon as you are aware that you have a DPI in the matter being discussed, whether or not this is in your Register of Interest. **A member with a DPI is unable to take part in discussion or vote at a meeting.** The term 'discussion' has been taken to mean a discussion by the members of the committee or other body determining the issue. A member with a DPI **may make** representations, statements or ask questions as a member of the general public can, but can not be part of the committee discussion. You should notify Democratic Services before the meeting of your intention to speak. In order to avoid any accusations of taking part in the meeting, it is suggested that you leave the room or at least move to the public area.

If the interest declared has not been entered on to your Register of Interests, you must notify the Monitoring Officer in writing within the next 28 days following the meeting.

#### **OTHER INTERESTS**

If the issue being discussed is not a DPI, but affects you more than another member of the public (either positively or negatively), or if you have a conflict of interest, then you should obtain advice from the Legal or Democratic Services Officer before participating in the meeting. You may not be able to take part in the committee discussion or vote, as this could invalidate the decision and have further legal consequences. You could still speak at the meeting if a member of the public has a right to speak on the subject.

If you have any queries in relation to the above, please seek further advice from the Monitoring Officer or Democratic Services.