

DECLARATION OF INTEREST - CHECKLIST FOR ASSISTANCE OF MEMBERS – 2007 OVERVIEW AND SCRUTINY

Name: Councillor

Overview and Scrutiny Committee:

Date:

Item No: Item Title:

Nature of Interest:

A Member with a personal interest in any business of the Council must disclose the existence and nature of that interest at commencement or when interest apparent except:

- Where it relates to or is likely to affect a person described in 8(1)(a)(i) or 8(1)(a)(ii)(aa), you need only disclose the existence and nature when you address the meeting on that business.
- Where it is a personal interest of the type mentioned in 8(1)(a)(viii), you need not disclose the nature or existence of that interest to the meeting if the interest was registered more than three years before the date of the meeting.
- Where sensitive information relating to it is not registered in the register, you must indicate that you have a personal interest, but need not disclose the sensitive information.

A Member with a prejudicial interest must withdraw, **either** immediately after making representations, answering questions or giving evidence where 4 or 6 below applies **or** when business is considered and must not exercise executive functions in relation to that business and must not seek to improperly influence a decision.

Please tick relevant boxes

Notes

	Overview and Scrutiny only		Notes
1.	I have a personal interest* but it is not prejudicial.	<input type="checkbox"/>	<i>You may speak and vote</i>
2.	I have a personal interest* but do not have a prejudicial interest in the business as it relates to the functions of my Council in respect of:		
(i)	Housing where I am a tenant of the Council, and those functions do not relate particularly to my tenancy or lease.	<input type="checkbox"/>	<i>You may speak and vote</i>
(ii)	school meals, or school transport and travelling expenses where I am a parent or guardian of a child in full time education, or are a parent governor of a school, and it does not relate particularly to the school which the child attends.	<input type="checkbox"/>	<i>You may speak and vote</i>
(iii)	Statutory sick pay where I am in receipt or entitled to receipt of such pay.	<input type="checkbox"/>	<i>You may speak and vote</i>
(iv)	An allowance, payment or indemnity given to Members	<input type="checkbox"/>	<i>You may speak and vote</i>
(v)	Any ceremonial honour given to Members	<input type="checkbox"/>	<i>You may speak and vote</i>
(vi)	Setting Council tax or a precept under the LGFA 1992	<input type="checkbox"/>	<i>You may speak and vote</i>
3.	I have a personal interest* and it is prejudicial because it affects my financial position or the financial position of a person or body described in 8 overleaf and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest or it relates to the determining of any approval consent, licence, permission or registration in relation to me or any person or body described in 8 overleaf and the interest is one which a member of the public with knowledge of the relevant facts, would reasonably regard as so significant that it is likely to prejudice my judgement of the public interest	<input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you have also ticked 4 or 7 below</i>
4.	I have a personal and prejudicial interest in the business but I can attend to make representations, answer questions or give evidence as the public are also allowed to attend the meeting for the same purpose	<input type="checkbox"/>	<i>You may speak but must leave the room once you have finished and cannot vote</i>
5.	I must regard myself as having a personal and prejudicial interest in the business because it relates to a decision made (whether implemented or not) or action taken by the Cabinet or another of the Council's committees or sub-committees and, at the time the decision was made or action was taken, I was a member of the Cabinet, committee or sub-committee and I was present when that decision was made or action was taken	<input type="checkbox"/>	<i>You cannot speak or vote and must withdraw unless you are a Cabinet member attending under section 21(13) of the LGA 2000 when you may speak to answer questions</i>

6.	I must regard myself as having a personal and prejudicial interest in the business because it relates to a decision made (whether implemented or not) or action taken by the Cabinet or another of the Council's committees or sub-committees and, at the time the decision was made or action was taken, I was a member of the Cabinet, committee or sub-committee and I was present when that decision was made or action was taken, however I am attending the meeting for the purpose of making representations, answering questions or giving evidence relating to the business as the public are also allowed to attend the meeting for this purpose, whether under a statutory right or otherwise	<input type="checkbox"/>	<i>You may make representations, answer questions or give evidence but must leave the room once you have finished and cannot vote</i>
7.	A Standards Committee dispensation applies.	<input type="checkbox"/>	<i>See the terms of the dispensation</i>

* **“Personal Interest”** in the business of the Council means either it relates to or is likely to affect:

- 8(1)(a)(i) 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 authority;
- (ii) any body -
- (aa) exercising functions of a public nature;
 - (bb) directed to charitable purposes; or
 - (cc) 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;
- (iii) any employment or business carried on by you;
- (iv) any person or body who employs or has appointed you;
- (v) any person or body, other than a relevant authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties;
- (vi) any person or body who has a place of business or land in your authority's area, and in whom you 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);
- (vii) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi);
- (viii) the interests of any person from whom you have received a gift or hospitality with an estimated value of at least £25;
- (ix) any land in your authority's area in which you have a beneficial interest;
- (x) any land where the landlord is your authority and you are, or a firm in which you are a partner, a company of which you are a remunerated director, or a person or body of the description specified in paragraph (vi) is, the tenant;
- (xi) any land in the authority's area for which you have a licence (alone or jointly with others) to occupy for 28 days or longer.

or

A decision in relation to that business might reasonably be regarded as affecting your well-being or financial position or the well-being or financial position of a relevant person to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward, as the case may be, affected by the decision.

“a relevant person” means

- (a) a member of your family or any person with whom you have a close association, or
- (b) any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
- (c) any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of a type described in sub-paragraph 8(1)(a)(i) or (ii).

“body exercising functions of a public nature” means

Regional and local development agencies, other government agencies, other Councils, public health bodies, council-owned companies exercising public functions, arms length management organisations carrying out housing functions on behalf of your authority, school governing bodies.

A Member with a personal interest who has made an executive decision in relation to that matter must ensure any written statement of that decision records the existence and nature of that interest.

NB Section 21(13)(b) of the LGA 2000 overrides any Code provisions to oblige an executive member to attend an overview and scrutiny meeting to answer questions.

MEMBER DEVELOPMENT COMMISSION

HELD: 14 JULY 2011

Start: 7.30pm

Finish: 8.25pm

PRESENT: Councillor Greenall (Chairman)

Councillors: Baldock M Pendleton
Houlgrave Savage

Officers: Member Services Manager (Mr G Martin)
Principal Overview & Scrutiny Officer (Mrs C A Jackson)

1. APOLOGIES

Apologies for absence were submitted on behalf of Councillor Ms Melling.

2. SUBSTITUTIONS

In accordance with Council Procedure Rule 4, the Committee noted the termination of membership of Councillor Pryce-Roberts and the appointment of Councillor Savage for this meeting only, thereby giving effect to the wishes of the political groups.

3. DECLARATIONS OF INTEREST

There were no declarations of interests.

4. MINUTES

RESOLVED: That the Minutes of the meeting of the Member Development Commission held on 7 April 2011 be noted.

5. UPDATE OF MEMBER DEVELOPMENT INVOLVEMENT - LANCASHIRE COUNTY COUNCIL

The Member Services Manager provided an update in relation to member development involvement with Lancashire County Council (LCC).

He reported that the agreement with LCC had expired on 30 June 2011 and that 21 out of 54 Council Members had taken up the opportunity to attend an Individual Training Needs (ITN) session under the terms of the agreement. In relation to the Borough Councillors having free access to relevant member training provided by LCC this activity had proved less successful.

Officers agreed to confirm with the County Council whether there would be any scope for further access to that Council's Member training activities and to report on the outcome at the next meeting of the Commission.

Members also noted that the opportunity to attend an ITN exercise later in the year, facilitated through Member Services, would be offered to those Members new to the Council in 2011.

RESOLVED: A. That the position in relation to the agreement in respect of member training with LCC be noted.

B. That Member Development Activity with Lancashire County Council be an item for consideration at the next meeting of the Member Development Commission.

C. That the opportunity for those Members new to the Council in 2011 to attend an ITN session be noted.

6. TRAINING EVENT - EQUALITIES ACT

Members noted the training event relating to the new Equalities Act scheduled to be held on 26 July 2011.

7. MEMBER INDUCTION

Consideration was given to the report of the Director of People and Places as contained on pages 7 to 9 of the Book of Reports relating to the induction process undertaken with Members who were new to the Council in 2011.

It was reported that those who had participated in the Induction Session held on 12 May 2011 had found it very useful and informative.

Feedback was also provided by Commission members, who were new to the Council in May 2011, on their experiences as a new Member during the first few months of office.

During the discussion members indicated that the following items would assist new members in their understanding and participation at meetings:

- a summary of the procedures to be followed at Council meetings;
- name plates for each member for use at Council meetings;
- name cards for the Senior Officers present at Council meetings;
- a reference sheet containing the photographs and names of each Member of the Council;
- early training for new Councillors particularly on the work of regulatory Committees.

The Member Services Manager undertook to raise comments with the appropriate Officers and reaffirmed his and the Member Services team as a point of contact for advice and information.

RESOLVED: That the report and feedback be noted.

8. MEMBER TRAINING AND DEVELOPMENT STRATEGY

Consideration was given to the report of the Director of People and Places relating to the Member Training and Development Strategy as contained on pages 11 to 19 of the Book of Reports.

Members had previously considered the draft Strategy at its meeting in April 2011 but had delayed final consideration until the future of the arrangements with the County's Member Development Unit had been determined.

Minor amendments were noted.

RESOLVED: That the Member Training and Development Strategy, attached as Appendix 1, be agreed.

9. MEMBER DEVELOPMENT COMMISSION WORK PROGRAMME 2011-12

Members considered the Work Programme as circulated and contained on page 21 of the Book of Reports.

As detailed at Minute 5 Member Development Activity with Lancashire County Council would be added as an item for consideration at the next meeting of the Commission.

RESOLVED: That the Work Programme be updated to include an item on Member Development Activity with Lancashire County Council for consideration at the next meeting of the Commission.

10. DATE OF NEXT MEETING

It was agreed that the date of the next meeting would be subject to confirmation but was tentatively advised to be a suitable Thursday in October.

MEMBER DEVELOPMENT COMMISSION

WORK PROGRAMME

2011/12

<p>14 July 2011</p>	<ol style="list-style-type: none"> 1. Update of Member Development Involvement – Lancashire County Council. 2. Member Induction Report 3. Member Training and Development Strategy 4. Commission’s Work Programme 2011/12 5. Date of next meeting
<p>13 October 2011</p>	<ol style="list-style-type: none"> 1. Update of Member Development Involvement – Lancashire County Council. 2. Training Events undertaken 3. Update re: ITN exercise 4. Commission’s Work Programme 2011/12 5. Date of next meeting
<p>Meeting t.b.c. February 2012</p>	<ol style="list-style-type: none"> 1. Commission’s Work Programme 2011/12 2. Date of next meeting
<p>Meeting t.b.c. April 2012</p>	<ol style="list-style-type: none"> 1. Member Training 2011/12 - Update 2. Commission’s Work Programme 2011/12 3. Annual Report re. training 4. Date of next meeting