

Register of Interests Guidance Note

As a member of Lancashire County Council, you need to inform the council's Monitoring Officer of the interests which you are required to disclose under the council's [Code of Member Conduct](#).

After your election, you will be asked to complete an online form for this purpose. This form must be completed **within 28 days of your election**.

This register of interests will be published on the county council's website and therefore it is also important it is kept up to date.

More information about the legal requirements and the process to update your register of interests will be provided as part of the Code of Member Conduct training (details to be provided), which must be attended by all county councillors.

Key information:

- A disclosable interest means an interest which is yours, your spouse's or civil partner's, or the interest of somebody you are living with as a husband/wife/civil partner and where you are aware that the other person has the interest. (These people are referred to as "the relevant person".)
- It is a criminal offence to fail to notify the council's Monitoring Officer of any disclosable pecuniary interests within 28 days of your election as a member of the county council.
- Where you consider that disclosure of information on your register of interests, such as home address, could lead to you, or a person connected with you, being subject to violence or intimidation, you may request that the Monitoring Officer does not publish this information on the public register.
- Your register of interests contains 9 sections, one for each type of disclosable pecuniary or non-pecuniary interest. This guidance note provides more information about what to consider including under each heading.
- Where you do not have any interests to declare under a heading, you should record "none".
- For more information or advice when completing your register or interests, or to contact the Monitoring Officer, email democratic.services@lancashire.gov.uk

Employment, office, trade, profession, or vocation

Under this heading, provide a short description of any work you do for which you earn an income. That includes income from being an employee, free-lance worker, landlord, or business owner. It includes regular employment and one-off payments for work done.

You are required to declare any employment or business even if it is not within the council's area.

Under this section you do not need to:

- Say how much you receive from any employment.
- Declare income from any other source, for example, pensions income or income from investments.
- Declare membership of a local authority e.g. county council, district council, parish or town council as being in receipt of expenses or allowances from that authority.
- Declare membership of the Fire Authority or any other body if you serve on that authority as the county council's representative and receive expenses.

Sponsorship

Under this heading, provide the name of any person or body (except a local authority) who has helped you with expenses associated with your election to the county council or your duties as a member during the past 12 months. This does not mean that you should wait for up to 12 months before disclosing your interests. All such interests should be disclosed within 28 days of you registering or declaring your interests.

Sponsorship includes another person or body paying expenses which you would otherwise have to pay.

Under this section you do not need to:

- Declare any payments and statutory allowances received from a local authority e.g. county council, district council, or parish or town council.
- Declare your membership of the Fire Authority if you serve on that authority as the county council's representative and have claimed expenses from that authority.

Contracts

Under this heading, provide the details of any contracts (of which you are aware) for the supply of goods, services or works to the county council, or on the county council's behalf, between you and the county council or between the county council and

anybody or company where you have a beneficial interest e.g. your employer or any company where you are a director, partner, or hold shares.

If possible, you should include the date and length of the contract and a brief description of the goods, services or works in the contract.

You only need to provide details of contracts which are still "live" – i.e. not yet complete or where the terms are still binding.

Land

Under this heading, provide the details of any land or property within the county council's area in which you have a "beneficial interest" e.g. own, rent, pay a mortgage on. This includes your own home.

You should give sufficient information to enable the location of the land or property to be identified e.g. postal address. If the land does not have any buildings on it, enter a brief description sufficient to identify the location.

Under this section you do not need to:

- Declare land where you are a trustee for other people or where you are the executor or administrator of the estate of someone who has died and you have no interest.
- Declare 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.
- Declare land or property which is outside the county council's area, but if you receive an income from that land or property then it must be declared under "employment, office, trade, profession, or vocation" above. It is not necessary to state where the property is.
- Declare the value of the land or buildings.
- Declare land where you have some kind of interest in it but have no right to occupy the land or receive income from it.

Under Section 32 of the Localism Act 2011 you may request any sensitive interests to be hidden from your register of interests whereby disclosure of the details could lead to harm or intimidation. You are therefore able to request that your home address is hidden from your published register of interests.

Licences

Under this heading, provide the details of any licences that you have, either on your own or jointly with others, or any permission that you have to occupy land or property

within the county council's area e.g. as an allotment or for fishing or shooting where the licence or permission will last for one month or longer.

You must provide the address of the land/property or where the land does not have any buildings on it, a brief description sufficient to identify the location.

Corporate tenancies

Under this heading, provide the details of any land or buildings you, or a body in which you have a beneficial interest, rent from the county council.

You must provide the address of the land/property or where the land does not have any buildings on it, a brief description sufficient to identify the location.

Securities

Under this heading, provide the details of any body in which you hold shares or securities with a value of over £25,000 or more than 1/100th of the total issued share capital.

This includes companies, industrial and provident societies, co-operative societies, building societies, public corporations, insurance companies or other bodies corporate.

You must declare where such bodies occupy a business or land within the county council's area and in which you have a beneficial interest.

You do not need to declare the actual value of your securities.

The notional value is normally the face value on the share certificate and not the market value. If in doubt contact your broker. If there are several classes of shares or securities, the fraction of 1/100th applies to any of those classes. These limits also apply to deposits with industrial and provident societies, and co-operative societies.

"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.

Outside bodies

Under this heading, provide the details of any outside bodies of which you are a member or in a position of control or management. This might include:

- Public bodies - other local authorities (if you have been appointed to an outside body by another local authority then that appointment should be declared)

- Charities – RSPCA, Cancer research, Masonic organizations
- Bodies whose principal purposes include the influence of political opinion – your political party, trade unions, single issue pressure/lobbying groups (Greenpeace, Friends of the Earth)

Other community organizations, social enterprises etc

You do not need to include details of any outside bodies to which you have been appointed by the county council.

Gifts and hospitality

Under this heading, provide the details of any gifts or hospitality, received or declined, with an estimated value of over £50.

You should provide the name of the person or body who offered you the gift or hospitality, the nature of the gift or hospitality, and the date it was received. If you are concerned about revealing confidential information relating to the donor, contact the Monitoring Officer for advice.

"Hospitality" usually means food, drink, accommodation or entertainment freely provided or heavily discounted.

When declaring gifts and hospitality, remember:

- You should also register an accumulation of smaller gifts or hospitality valued at £50 or less received over a short period of time which when added together are valued above £50.
- This relates only to gifts and hospitality which have been offered in your capacity as a member rather than from family or friends.
- This does include gifts and hospitality given to your spouse or partner if it was provided because of your position as a member.
- You should always consider whether any gift or hospitality could be seen as being connected to your role as a member. If you are in doubt, contact the Monitoring Officer for advice.
- You should include details of any gift or hospitality that you are offered but decide to decline. Whilst it is not mandatory for you to declare such offers, it is recommended practice to do so.