

**CLACTON TOWN BOARD**

**BOARD MEMBER DECLARATION OF INTERESTS FORM**

**Name of Clacton Town Board Member: [INSERT NAME]**

**To:** Tendring District Council's Monitoring Officer

**Date:**.....2024/5

**INTRODUCTION:**

Guidance was issued by the former Government's Department for Levelling Up, Housing and Communities in December 2023, which detailed the governance requirements for Town Boards and Accountable Bodies to consider when developing their Long-Term Plan. The guidance identifies that all Town Board members should sign up to a code of conduct based on the Seven Principles of Public Life (the Nolan Principles). The guidance continues that there should be clear processes for managing conflicts of interests (both commercial, actual, and potential) in decision making, which apply to all involved with the work of the Town Board.

The Government's guidance places obligations on the accountable body (in this case Tendring District Council) to provide its guidance to the Board on declarations of interest by Board Members, to provide forms for such declarations and to hold the those forms completed by Board Members. It is then a responsibility of Town Board members declare their interests before the Town Board considers any relevant decisions. The records of gifts or hospitality offered/given to the Town Board or individual members must also be recorded.

The Town Board, and its Members individually, agreed on 24<sup>th</sup> May 2024, through approval of a Code of Conduct "**AVOIDING CONFLICTS OF INTEREST AND UPHOLDING THE NOLAN PRINCIPLES**" to promote (generally and through undertaking its business) the following seven principles of public life (known as the Nolan Principles):

- **Selflessness** – Holders of public office should act solely in terms of the public interest.
- **Integrity** – Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
- **Objectivity** – Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

- **Accountability** – Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
- **Openness** – Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
- **Honesty** – Holders of public office should be truthful
- **Leadership** – Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

These seven principles apply to anyone who works as a public office holder including:

- those elected or appointed to public office, nationally or locally,
- those appointed to work in the civil service, local government, the police, courts and probation services, Non Departmental Public Bodies, and in the health, education, social and care services, and
- those in the private sector delivering public services.

It is the case that in the business of the Board conflicts of interest may arise.

The categories of interests to be declared are the same as those under the **Localism Act 2011** and **The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012** which apply to elected Councillors and based on the seven principles of public life (known as the Nolan Principles). It is the accepted position of the Board that Members of it are bound by the seven principles set out above and shall promote them (generally and through undertaking its business). The definitions of the categories of interest (as set out below) have been amended slightly to recognise that the Town Board is not the local authority and the geographical area it covers is far less than the District of Tendring. The geographical area is shown in Annex A, as attached for reference.

### **DECLARATION:**

I hereby confirm that I have given due consideration to the various categories of appropriate interests defined below, which I am required to declare in compliance with the Code of Conduct adopted by the Town Board, at its meeting on 24<sup>th</sup> May 2024.

I have put “none” where I have no such interests under any category. I acknowledge that this information will be transferred to the Register of Interests maintained by Tendring District Council as the Accountable Body, however it is my personal responsibility to ensure the information contained below is correct and up to date and any changes to my declared interests will be registered within 28 days.

**Town Board Member [INSERT NAME]**

**1. Employment, office, trade, profession or vocation**

Definition:

*“Any employment, office, trade, profession or vocation carried on for profit or gain.”*

**Members Interest** [details to be included or state NONE]:

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**2. Sponsorship and Gifts and Hospitality**

Sponsorship Definition:

*“Any payment or provision of any other financial benefit made or provided within the last 12 months in respect of any expenses incurred by the Board Member in carrying out duties as a Board Member.*

*This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.”*

Gifts and Hospitality Definition:

*“I have received a gift or hospitality worth £50 or over from the following persons or bodies or other organisations”:*

**Members Interest** [details to be included or state NONE]:

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**3. Contracts**

Definition:

*“Any contract which is made between the Board Member (or a body (\*) in which the Board Member has a beneficial interest) and the District Council, as Accountable Body:*

- (a) Under which goods or services are to be provided or works are to be executed; and*
- (b) Which has not been fully discharged”*

*(\*) “body in which the relevant person has a beneficial interest” means a firm in which the Board Member is a partner or a body corporate of which the Board Member is a director, or in the securities of which the relevant person has a beneficial interest;*

*“director” includes a member of the committee of management of an industrial and provident society;*

**Member’s Interest** [details to be included or state NONE]:

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#### **4. Land**

Definition:

*“Any beneficial interest in land which is within the geographical area of Clacton Town Board”.*

*“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the Board Member (alone or jointly with another) to occupy the land or to receive income.*

**Members Interest** [details to be included or state NONE]:

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#### **5. Licences**

Definition:

*“Any licence (alone or jointly with others) to occupy land in the area of the Clacton Town Board for a month or longer.”*

**Members Interest** [details to be included or state NONE]:

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**Note:**

Corporate Tenancies category no. 6 has been removed as this would not be relevant to the Town Board Members, but please refer to the ‘any other interests’ box at the end for further interests where considered appropriate to declare for the purposes of openness and transparency.

**7. Securities**

Definition:

*Any beneficial interest in securities (\*) of a body where—*

- (a) that body (to the Board Member’s knowledge) has a place of business or land in the geographical area of the relevant authority; and*
- (b) either—*
  - (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or*
  - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.*

*(\*) “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.*

**Members Interest** [details to be included or state NONE]:

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**ANY OTHER INTERESTS:**

You may wish to declare, in the spirit of the Openness Nolan Principle, referred to above, any Other Interest which does not fall within one of the categories as defined above, but you consider it may directly relate to a matter which could be the subject of business of the Clacton Town Board, now or in the future.

Give particular consideration to your financial interests or well-being or those relating to a a body/organisation you are involved with such as:

- (a) any unpaid directorship
- (b) any body of which are a member or are in a position of general control or management
- (c) any body
  - (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)

of which you are a member or in a position of general control or management.

Note: These need only be declared in advance in relation to your own Other Interests, but you must disclose those 'Other Interests' likely to directly relate to or affect the financial interest or well-being of a relative or close associate, at the meetings of the Town Board where such business is being conducted. Following such disclosure you should then refrain from being involved in the item.

**Members Interest** [details to be included or state NONE]:

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Please email the completed form to [standards@tendingdc.gov.uk](mailto:standards@tendingdc.gov.uk) and include within the title of the email **CLACTON TOWN BOARD – BOARD MEMBER DELCARATION OF INTERESTS.**

Signed: ..... Dated: .....

Print Name:.....

Acknowledged safe receipt on .....[Insert Date]

..... (Signed) on behalf of the Tendring District Council's  
Monitoring Officer

