



# CODE OF CONDUCT AND REGISTER OF FINANCIAL AND OTHER INTERESTS FORM (MEMBERS)

## FORM 1

You must declare that you have read and understood the Combined Authority's Code of Conduct. You must also declare your interests on this form which will be recorded in a register. The register of interests is maintained by the Monitoring Officer and will be published on the Combined Authority's website.

**Name:** .....

**Member of**.....

*(Please state which bodies you have been appointed to e.g. Combined Authority, the Audit and Governance Committee or the Overview and Scrutiny Committee or another body of the Combined Authority)*

I declare that I will duly and faithfully fulfil the duties of the above appointment according to the best of my judgement and ability.

I have read and understood the Combined Authority's Code of Conduct. I undertake that in performing the functions of my office, I will observe the Combined Authority's Code of Conduct.

Name.....

Signature.....

Date.....



## **REGISTER OF MEMBERS' DISCLOSABLE PECUNINARY INTERESTS AND NON STATUTORY DISCLOSABLE INTERESTS**

### **Guidance Notes**

#### **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 partner.

Each individual member must make their own judgement about making a declaration and they should not rely on a direction from an officer, though if in doubt they should seek advice from the Monitoring Officer, Robert Parkin by emailing [robert.parkin@cambridgeshirepeterborough-ca.gov.uk](mailto:robert.parkin@cambridgeshirepeterborough-ca.gov.uk). The Monitoring Officer can also provide assistance in completing your members interests form.

All members are required to complete the form within 28 days of the code of conduct having been adopted by the Combined Authority or within 28 days of being elected, re-elected or appointed to the Combined Authority.

Outside of this period, where 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 and/or disqualification as a Member of the Combined Authority or any relevant Authority, for up to five years.

#### **You must declare an interest if:**

- (a) It is your interest or
- (b) it is an interest of:
  - (i) your spouse or civil partner;
  - (ii) a person with whom you are living as husband and wife, or
  - (iii) a person with whom you are living as if you were civil partners. and you are aware that that other person has the interest.



The table below provides guidance as to what you need to disclose

<b><i>Subject</i></b>	<b><i>Prescribed description</i></b>
<b>Employment, office, trade, profession or vocation</b>	Any employment (full or part-time), office, business, trade, profession or vocation carried on for profit or gain which you, or your spouse or civil partner, undertakes.
<b>Sponsorship</b>	<p>Any payment or provision of any other financial benefit (other than from Combined Authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p> <p>The relevant period is the 12 months ending on the day when you tell the Monitoring Officer about your disclosable pecuniary interests following your election or re-election, or when you became aware you had a disclosable pecuniary interest relating to a matter on which you were acting alone.</p>
<b>Contracts</b>	Any contract which is made between you, or your spouse or your civil partner (or a body in which you, or your spouse or your civil partner, has a beneficial interest) and the Combined Authority, (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
<b>Land</b>	<p>Any beneficial interest in land which you, or your spouse or your civil partner, have and which is within the area of Combined Authority.</p> <p>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.</p>
<b>Licences</b>	Any licence (alone or jointly with others) which you, or your spouse or your civil partner, holds to occupy land in the Combined Authority's area for a month or longer.



<b>Corporate Tenancies</b>	Any tenancy where (to your knowledge):  (a) the landlord is the Combined Authority; and  (b) the tenant is a body in which you, your spouse or your civil partner, has a beneficial interest.
<b>Securities</b>	Any beneficial interest which you, or your spouse or your civil partner has in securities of an organisation where:  (a) that body (to your knowledge) has a place of business or land in the Combined Authority's area; 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 you, or your spouse or civil partner, has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

## Part 2 – Non-Statutory Disclosable Interests

### Non-Statutory Disclosable Interests (Please note that these are not disclosable pecuniary interests)

You should provide details of any other interests you wish to declare but which are not disclosable pecuniary interests. Examples could include:

- a) membership of, or position of control or management in any body to which you have been appointed by the Combined Authority as its representative;
- b) membership of a body whose principal purposes include the influence of public opinion or policy;
- c) membership of a charitable organisation, a trade union, professional association or a private club;
- d) anything which relates to one of the disclosable pecuniary interests set out in this code, but which affects a family member or other person with whom you have a close association other than your spouse or partner.

This category should not include organisations through which you have a disclosable pecuniary interest. Such organisations should be listed in the appropriate place elsewhere on the register. Please note that the examples listed above are not exhaustive.

### Sensitive Information



1. Where you consider that the information relating to any of your/your spouse, partner's personal interests is sensitive information, and the Monitoring Officer agrees, you need not include that information when registering that interest, or as the case may be, a change to that interest.
2. You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under 1 above is no longer sensitive information, notify the Monitoring Officer asking that the information be included in the Combined Authority's register of members' interests.
3. "Sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.



## REGISTER OF MEMBERS' PECUNIARY AND OTHER INTEREST

**Please read the guidance notes before completing this form**

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Part 1- Disclosable Pecuniary Interests</b>	
<b>Employment, office, trade, profession or vocation</b> Please state: <ul style="list-style-type: none"><li>• name and address of the employer.</li><li>• specify the office, profession or vocation</li><li>• include any self-employment</li><li>• include any remunerated director posts held.</li></ul>	
<b>Sponsorship</b> Please include: <ul style="list-style-type: none"><li>• any payment made to you, by a person or body, for election expenses</li><li>• any payment or financial benefit from a trade union.</li></ul> <p>This does not include any expenses paid to you by Cambridgeshire and Peterborough Combined Authority to fulfil your role as a member.</p>	
<b>Contracts</b> Please includes: <ul style="list-style-type: none"><li>• contracts between the Cambridgeshire and Peterborough Combined Authority and any organisation or body in which you, or your spouse or your civil partner, has a beneficial interest.</li><li>• details of the goods or services provided</li></ul> <p>(A contract is normally written and includes any agreement or arrangement for the supply of goods or services for this Combined Authority)</p>	
<b>Land</b> Please include:	



<ul style="list-style-type: none"><li>• 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</li><li>• address and brief description of the land</li></ul>	
<p><b>Licences</b> Please include:</p> <ul style="list-style-type: none"><li>• licences to occupy land for a month or longer within the Cambridgeshire and Peterborough Combined Authority area.</li><li>• full details of the licence and address.</li></ul>	
<p><b>Corporate Tenancies</b> Please provide details of</p> <ul style="list-style-type: none"><li>• any land or buildings where Cambridgeshire and Peterborough Combined Authority is the landlord and the tenant is a body in which you have some proprietary interest for your own benefit e.g. your business.</li><li>• the address or a brief description to identify the tenancy and the body which is the tenant.</li></ul>	
<p><b>Securities</b> Please include details of any shares or other form of equity in a company or other body which has a place of business within the Cambridgeshire and Peterborough Combined Authority area, you will need to consider whether the interest is to be included. Please see guidance note for more information.</p>	
<p><b>Part 2 – Non-Statutory Disclosable Interests</b></p>	
<p>Please provide details of any other interest you wish to declare which may be relevant to decisions you are involved in for the Combined Authority but which are not disclosable pecuniary interests</p>	

Please return the completed form to the Monitoring Officer at the Cambridgeshire and Peterborough Combined Authority, Incubator 2, The Boulevard, Alconbury Weald Enterprise Campus, Alconbury Weald, Huntingdon, Cambs PE28 4XA or by email to [democratic.services@cambridgeshirepeterborough-ca.gov.uk](mailto:democratic.services@cambridgeshirepeterborough-ca.gov.uk)

Signature of Monitoring Officer .....