**Guide to Completing the Barking and Dagenham**

**Councillors Register of Interests Form**

**Summary**

Now you are a Councillor of the London Borough of Barking and Dagenham, legislation states that you must notify the Councils Monitoring Officer of your financial interests within 28 days of becoming a Councillor. Please note that the law requires not only Councillors interests to be disclosed but also their partner that is spouse, a person they have a civil partnership with or a person with whom they live as husband and wife.

The Monitoring Officer will enter your registration of interests form on the Councils website. It is an open register and can be read by anyone.

**There are seven categories of interests to be registered they are:**

1. ***Employment or businesses carried out by you***
2. ***Sponsorship to be a Councillor***
3. ***Contracts with the Council***
4. ***Land & Property in Barking and Dagenham***
5. ***Licences to Occupy Land in Barking and Dagenham***
6. ***Corporate Tenancies with the Council***
7. ***Securities of Businesses which operate in Barking and Dagenham***

**The form for entering your interests is divided into the seven categories with notes to the side and at the end to assist you. Remember the list above includes your interests and those of your spouse, civil partner or anyone you live with as husband and wife.**

**Key points to note:**

* **All employment and businesses must be listed whether in Barking and Dagenham or not**
* **Effectively if you contract with the Council, or have a tenancy with the Council or occupy land in the borough or have a partnership or shares in the Borough then by law it must be registered so this means any property you or your spouse or civil partner own**
* **Your spouse and civil partner’s interests are treated as though they are yours.**

**Detailed Guidance – Please refer now to the form in your pack**

**The form is divided into box sections with guidance on the left. What follows is a detailed explanation of the seven categories.**

***CATEGORY 1 - Employment or business carried out by You (and Your Spouse /Civil Partner)***

You should show every type of employment, office, trade, profession or vocation that you carry out or would declare for income tax purposes. You should also include here the name of your employer, the name of any firm of which you are a partner, and the name of any company of which you are remunerated by as a Director. Any ‘body’ or charity or voluntary organisation which has appointed you *except* those positions where you are not paid or carried out for profit or gain such as an unpaid trustee of a charity.

***CATEGORY 2 - Sponsorship***

You should show here the name of any person or body, except the Council, who has made a payment to you in respect of your election expenses or any other expenses incurred by you in the carrying out of your duties in the last 12 months - such as trade union sponsorship.

***CATEGORY 3 – Contracts (Both You / Your Spouse / Civil Partner)***

You should describe all contracts, of which you are aware, which have not been completed or discharged and which are:

(a) contracts for the supply of goods, services or works to the Council or on the Council's behalf, and

(b) between the Council and either yourself, a firm in which you are a partner, or a company of which you are a Director, or in which you have a beneficial interest (as disclosed in 7 below).

You need not say what the financial arrangements are but should say how long the contract is for.

***CATEGORY 4 – Land & Property (Both You / Your Spouse / Civil Partner)***

You should include any land or property in the Barking and Dagenham Council area in which you have a beneficial interest (that is, in which you have some proprietary interest for your own benefit). You should give the address or a brief description sufficient to identify it. If you live in the Barking and Dagenham Council area you should include your home under this heading as owner, lessee or tenant.

You should also include any property from which you receive rent or of which you are the mortgagee.

"Land" includes any buildings or parts of buildings.

***CATEGORY 5 - Licences to Occupy Land (Both You / Your Spouse/ Civil Partner)***

You should include land in the Barking and Dagenham Council area which you have a right either alone or jointly with another to occupy for 28 days or longer, but neither own nor have a tenancy of. You should give the address or a brief description to identify it.

"Land" includes any buildings or parts of buildings.

***CATEGORY 6 - Corporate Tenancies (Both You/Your Spouse/Civil Partner)***

You should list any tenancies of property of which you are aware where the landlord is the Council, and the tenant is either a firm in which you are a partner or a company of which you are a Director or in which you have a beneficial interest (as disclosed in 7 below).

***CATEGORY 7 – Securities (Both You / Your Spouse / Civil Partner)***

You should list the names of any companies, industrial and provident societies, co-operative societies (but not building societies) or corporate bodies that (to your knowledge) are active in the Barking and Dagenham Council area and in which you have a beneficial interest that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital of that body.

***Sensitive Interests***

It may be that as a Member you or your spouse, civil partner or person you live with has what is defined as a ‘sensitive interest’. The Localism Act defines sensitive interests as an interest (whether or not a disclosable pecuniary interest) such that the member, and the authority’s Monitoring Officer, consider that disclosure of the details of the interest could lead to the member, or a person connected with the member, being subject to violence or intimidation.

If that interest is entered in the authority’s register, then copies of the register that are made available for inspection, and any published version of the register, must not include details of the interest (but may state that the member has an interest the details of which are withheld under this subsection).

If you believe you have a sensitive interest can you contact me in writing setting out why you believe your interest is sensitive. I will need full details and as the Act suggests, I need to be convinced that a sensitive interest is apparent. It is your responsibility to keep this under review and contact the Monitoring Officer if your situation should change.

Fiona Taylor

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