MEMBER-OFFICER PROTOCOL

July 2019

A MODEL MEMBER-OFFICER PROTOCOL

1. Background

1.1 This protocol is intended to assist councillors and the clerk, in approaching some of the sensitive circumstances which arise in a challenging working environment.

1.2 The reputation and integrity of the council is significantly influenced by the effectiveness of councillors, the clerk and other staff working together to support each other's roles.

1.3 The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy. Close personal familiarity should be avoided.

2. Roles of councillors and employees

2.1 The respective roles of councillors and employees can be summarised as follows:

Councillors and officers are servants of the public and they are indispensable to one and other, but their responsibilities are distinct. Councillors are responsible to the electorate and serve only so long as their term of office lasts. Officers are responsible to the council. Their job is to give advice to councillors and to the council, and to carry out the council's work under the direction and control of the council and relevant committees.

2.2 **Councillors**

2.2.2 Councillors have four main areas of responsibility:

- To determine council policy and provide community leadership;
- To monitor and review council performance in delivering services;
- To represent the council externally; and
- To act as advocates for their constituents.

2.2.3 All councillors have the same rights and obligations in their relationship with the clerk and other employees, regardless of their status or political party, and should be treated equally.

2.2.4 Councillors should not involve themselves in the day to day running of the council. This is the clerk's responsibility, and the clerk will be acting on instructions from the council or its committees, within an agreed job description.

2.3 **Chairmen and vice-chairmen of committees**

Committee chairs and vice-chairs have additional responsibilities. These responsibilities mean that their relationships with employees may be different and more complex than those of other councillors. However, they must still respect the impartiality of officers and must not ask them to undertake work of a party-political nature, or to do anything which would prejudice their impartiality.

2.4 **Officers**

The role of officers is to give advice and information to councillors and to implement the policies determined by the council.

In giving such advice to councillors, and in preparing and presenting reports, it is the responsibility of the officer to express his/her own professional views and recommendations. An officer may report the views of individual councillors on an issue, but the recommendation should be the officer's own. If a councillor wishes to express a contrary view, they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging is/her responsibilities.

3. Expectations

3.1 All Councillors can expect:

- a commitment from officers to the council, and not to any individual councillor, group of councillor's or political group;

- a working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from officers to enquiries and complaints;
- Officer's professional advice, not influenced by political views or personal preferences;
- regular, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from officers;
- training and development opportunities to help them carry out their role effectively;
- not to have personal issues raised with them by officers outside the council's agreed procedures;
- that officers will not use their contact with councillors to advance their personal interests or to influence decisions improperly;
- that officers will at all times comply with the relevant code of conduct.

3.2 Officers can expect from councillors:

- a working partnership;
- an understanding of, and support for, respective roles, workloads and pressures;
- leadership and direction;
- respect, courtesy, integrity and appropriate confidentiality;
- not to be bullied or to be put under undue pressure;
- that councillors will not use their position or relationship with officers to advance their personal interests or those of others or to influence decisions improperly;
- that councillors will at all times comply with the council's adopted code of conduct.

3.3 Some general principles:

- Close personal relationships between councillors and officers can confuse their separate roles and get in the way of the proper conduct of council business, not least by creating a perception in others that a particular councillor or officer is getting preferential treatment.
- Special relationships with particular individuals or party-political groups should be avoided as it can create suspicion that an employee favours that councillor or political group above others.

4. Political Groups

4.1 The operation of political groups is becoming more of a feature within parish councils, but it is worth repeating that it is NALC policy that party politics should have no place in parish councils. Parish councillors are there to serve their community as members of the community and should not be side-tracked by party political issues. Party politics within a parish council can pose particular difficulties in terms of the impartiality of the clerk and other employees, and the relationship between councillors and the staff generally.

4.2 Party political groups have no power to require the clerk or any other employee to attend group meetings or to prepare written reports for them, and employees can legitimately refuse to do so. The clerk and other officers are responsible to the council as a whole and should not take action under instructions from any individual councillor, even if he/she has been styled as ‘leader’ of the council.

4.3 If your council has adopted party political groupings, the clerk should ensure that any reports or advice offered to a political group are statements of relevant facts, with an appraisal of options and do not deal with the political implications of the matter or options or make any recommendations. It is not the clerk’s job to make recommendations to a political group.

4.4 If a report is prepared for one political group, the clerk should advise all other political groups that the report has been prepared, or that advice was given.

4.5 Any clerk needing advice or guidance on matters relating to party groups or how to operate within a political environment, should seek advice from Worcsershire CALC or from the Society of Local Council Clerks.

5. When things go wrong

Procedure for officers

5.1 From time to time the relationship between councillors and the clerk (or other employees) may break down or become strained. Whilst it is always preferable to resolve matters informally, through conciliation by an appropriate third party, it is important that the council adopts a formal grievance protocol or procedure.

5.2 The district or unitary council's monitoring officer may be able to offer a mediation/conciliation role, or it may be necessary to seek independent advice. For example, the Society of Local Council Clerks may be able to provide an independent person. The chair of the council should not attempt to deal with grievances or work-related performance or line management issues on their own. The council should delegate authority to a small group of councillors to deal with all personnel matters.

5.3 The law requires all employers to have disciplinary and grievance procedures. Adopting a grievance procedure enables individual employees to raise concerns, problems or complaints about their employment in an open and fair way.

5.4 For an example grievance procedure, contact your district or unitary council's Personnel or HR Department or Worcestershire CALC.

5.5 If a councillor is dissatisfied with the conduct, behaviour or performance of the clerk or another employee, the matter should be raised with the clerk in the first instance. If the matter cannot be resolved informally, it may be necessary to invoke the council's disciplinary procedure.

The above guidance has been adapted from "Governance Toolkit for Parish & Town Councils" - April 2009.

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ACTING OPENLY AND HONESTLY IN THE PUBLIC INTEREST

1. The Localism Act 2011 requires every parish and town council to adopt a code of conduct which complies with the requirement of the Act which came into force on 1st July 2012. This guidance refers to the revised code. Every councillor should have a copy of the code which defines the statutory duties of councillors to act openly and honestly in the public interest, and hence maintain proper standards. You should read the code carefully. A local district council committee exists to promote and maintain high standards of conduct by district, town and parish councillors. It oversees the operation of the code of conduct and protocols, and assists compliance through the provision of training. It also deals with complaints about the conduct of councillors. Councillors may seek advice on the code from the clerk and/or your monitoring officer.

2. Newly elected and co-opted councillors are required to sign a declaration of acceptance of office before they act as councillors and take their seats on their councils. They must also complete a register of Disclosable Pecuniary Interests within 28 days of taking office. Originals of individual registers are held by the monitoring officer and made available for public inspection. Register of interests must also be published on the district council website and the parish council website, if it has one.

3. Once a council has adopted the code, all duties under the code fall upon individual councillors, as summarised overleaf. Councillors must be scrupulous about applying the requirements at all levels of discussion and decision.

4. Most employment matters and other matters subject to the proper exclusion of the public and press, for appropriate rather than frivolous reasons, are confidential.

5. Remember, it is the individual councillor – NOT the council – that may be in breach of the code.

6. It is recommended the council remains impartial and separates itself from alleged breaches of the code by individual councillors. The council should avoid discussion on code of conduct complaints, and press enquiries should be referred to the councillor(s) concerned and/or the monitoring officer. Unnecessary discussion on individual cases in council or committee can result in negative press stories attributed to the council as a whole. Where appropriate, a brief report from the clerk, circulated to councillors for information only, or a brief statement by the chairman, may be all that is required.

INTERESTS

7. Disclosable Pecuniary Interest (DPI)

You will have a **Disclosable Pecuniary Interest** (DPI) if the matter being considered at a meeting relates to:-

- employment, office, trade, profession or vocation carried on for profit or gain
- sponsorship
- contracts
- beneficial interests in land
- licences to occupy land
- corporate tenancies
- securities

If it is either an interest of yourself; or it is an interest of:-

i) your spouse or civil partner; or
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 the other person has the interest.

If you have a DPI you must not be present for the debate or voting on the matter. Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.

8. Other Disclosable Interest

You will have an **Other Disclosable Interest** in any matter if you are aware that you or a member of your family, or person or organisation with whom you are associated has a:-

a) a pecuniary interest in the matter under discussion which is not de minimis; or

b) a close connection with the matter under discussion.

If you are a member of another local authority, or public body, or you have been appointed as the council's representative on an outside body, you do not have a Disclosable Interest unless a member of the public knowing the circumstances would reasonably regard membership of the body concerned as being likely to prejudice your judgement of what is in the public interest.

If you are present at a meeting of the council and you have an Other Disclosable Interest then you must:

a) disclose the nature and existence of the interest; and

b) if the interest;

i) affects your pecuniary interests or relates to the determination of a planning or regulatory matter; and

ii) is one which a member of the public knowing the circumstances would reasonably regard as being likely to prejudice your judgement of what is in the public interest

then you must leave the meeting (including the meeting room and public gallery) and take no part in the discussion.

9. Dispensations

Under certain circumstances S33 of the Localism Act 2011 permits a parish council to grant a dispensation to a member or co-opted member.

The dispensation can allow the member

a) to remain in the meeting and to take part in the debate, or
b) to remain in the meeting, take part in the debate and to vote.

A dispensation can be granted for a period of up to four years.

To obtain a dispensation the council member must make a written request to the clerk. A dispensation may be granted if

a) without it the number of councillors prohibited from taking part in the item of business would impede the transaction of the business (i.e. the meeting would not be quorate)
b) granting the dispensation is in the interests of people living in the council's area
c) the council considers it is otherwise appropriate

As the council must decide whether or not to grant a dispensation, an application for a dispensation must be included on the agenda of the appropriate council meeting. A councillor who has applied for a dispensation may take part in the debate and may vote on the decision whether or not to grant a dispensation to him or her as this is specifically allowed by section 33(4) of the Localism Act.

10. We recommend the following early agenda item for all council and committee meetings:

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Declarations of Interest:

a) Register of Interests: Councillors are reminded of the need to update their register of interests.

b) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.

c) To declare any Other Disclosable Interests in items on the agenda and their nature.

d) Written requests for the council to grant a dispensation (S33 of the Localism Act 2011) are to be with the clerk at least four clear days prior to a meeting.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the code of conduct, must leave the room for the relevant items.

Failure to register or declare a Disclosable Pecuniary Interest may be a criminal offence.

11. It is good practice for councillors to declare all interests at the start of the meeting. However, interests may be declared at any time before the relevant agenda items.

12. There is no duty on the chairman or clerk with regard to individual councillors' declarations of interest; they are a matter for the individual councillors. However, where appropriate, a gentle reminder may be useful.

THE CODE OF CONDUCT – A SUMMARY OF REQUIREMENTS

A parish/town councillor must:

- Observe the code when representing the council.
- Be aware of what Disclosable Pecuniary and Other Disclosable Interests are and declare them as required.
- Keep his/her register of interests up to date.
- Treat others with respect.

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A parish/town councillor must not:

- Bring his/her office or authority into disrepute.
- Use the authority's resources for party political purposes.
- Compromise the impartiality of people who work for the authority.
- Discriminate against people on the grounds of race, gender, disability, religion or belief, sexual orientation and age.
- Bully, intimidate or attempt to intimidate others.
- Use his/her position improperly for personal gain or to advantage friends or close associates.
- Disclose information given to him/her in confidence other than in exceptional circumstances.
- Prevent anyone getting information to which they are entitled.
- Not in an official capacity, or any other circumstance, use the position as a member improperly to confer on or secure for himself/herself or any other person, an advantage or disadvantage.

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ADOPTING THE CODE OF CONDUCT

1. The Localism Act 2011 allows parish and town councils to adopt the code of the principal authority or a code which they choose for themselves. The code must include items specified in the Localism Act 2011 and may include other items which do not conflict with the Act.
2. Worcestershire Monitoring Officers have drafted a model code which CALC endorses. This is the same code that has been adopted by the principal authorities in Worcestershire.
3. If councils adopt the Worcestershire model code, they will need to amend their standing orders, firstly to allow for the requirement for council members to leave the meeting when they have declared an interest and secondly to set out the procedure for councils to grant a dispensation from this requirement. Paragraphs c) and d) below can be substituted for paragraphs c) and d) in standing order 7 of the 2010 NALC model standing orders.

SUGGESTED ADDITION TO STANDING ORDERS

Declarations of Interests

c) Councillors with a Disclosable Pecuniary Interest or with Other Disclosable Interests falling within the definition included in paragraph 12(4) of the code of conduct, must leave the room or chamber when the relevant item of business is to be transacted.

d) Councillors may apply in writing to the proper officer of the council for a dispensation to allow them

i) to participate in the discussion of the matter but not to vote, or

ii) to participate in the discussion of the matter and to vote.

If the council considers that the application meets the relevant criteria in the Localism Act 2011, section 33 (2), it may grant a dispensation for a period of up to four years.

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REGISTERING INTERESTS

1. The Localism Act 2012 makes new rules about the interests which councillors must register and repeals the previous rules made under the Local Government Act 2000 – personal and prejudicial interests no longer exist.

The Localism Act requires every council to adopt a code of conduct, which must include a requirement to register interests. Disclosable pecuniary interests, (DPIs), as defined by regulation, must be registered, and the council's code of conduct may include a requirement to register other interests.

The Worcestershire model code of conduct requires only DPIs to be registered. The definitions of the various DPIs are set out in Appendix 2 of the model code.

2. Guidance issued by the Department for Communities and Local Government makes it clear that spouse's or partner's interests must be registered for each category of DPI, but they need only be shown in the register as if they are the interest of the councillor. The spouse or partner's name need not be shown.

No official guidance has been issued as to the detail that should be shown in the register with regard to each interest, but it is sensible to assume that sufficient detail must be given to enable anyone who reads the register entry to be able to identify whether an item of business on a council agenda will affect the interest.

3. The monitoring officer of a parish or town council is the monitoring officer of the district council. It is the monitoring officer who is responsible for keeping the register of interests, for making it available for inspection, for publishing it on the district council's web site and for providing the parish or town council with any information it needs to publish the register on its own web site. The parish or town council must publish the register on its own web site if it has one.

4. You must notify the monitoring officer of any DPIs within 28 days of becoming a councillor.

5. You must notify the monitoring officer of a DPI which you declare at a meeting, but which is not registered, within 28 days of declaring it.

6. The monitoring officer must register all interests notified to him or her, whether or not the code of conduct which applies to the council member requires the interest to be registered.

7. If you register an interest and subsequently cease to have that interest, the entry can be removed from the register. If you cease to be a council member, then your entries can be removed.

SENSITIVE INTERESTS

8. If you and the monitoring officer think that disclosure of an interest could lead to you, or a person connected with you, being subjected to violence or intimidation, then published versions of the register must not include details of that interest.

9. You are still required to declare the interest at meetings, when relevant, but disclosing only that you have a DPI and not giving any details of it by which it could be identified.

OFFENCES

10. The Localism Act makes it possible for council members to commit criminal offences if they fail to comply with some requirements. These are if, without reasonable excuse, you fail to notify the monitoring officer of DPIs on becoming a councillor or having declared a DPI at a meeting which is not registered.

11. You may also commit an offence, if without reasonable excuse, having a DPI in the business of a meeting and not having a suitable dispensation, you

fail to comply with the requirement of the Act not to participate in that business, nor to vote on the matter.

12. You may also commit an offence if you knowingly provide false or misleading information.

13. A person who is guilty of an offence is liable on conviction to a fine not exceeding £5,000 and/or disqualification from being a councillor for up to five years.

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XXXXXXXX COUNCIL

CODE OF CONDUCT

Part 1

General provisions

Introduction and interpretation

1. (1) This Code applies to **you** as a member or co-opted member of XXXXXXXX Council.

(2) You should read this Code together with the Ten Principles of Public Life which are set out in Appendix 1.

(3) It is your responsibility to comply with the provisions of this Code.

(4) In this Code -

"meeting" means any meeting of

(a) the authority;

(b) any of the authority's committees, sub-committees, joint committees, joint sub-committees, or area committees;

(c) the executive (Cabinet) of the authority or its committees (Not applicable to Parish Councils or authorities not operating executive arrangements)

"Monitoring Officer" means the Monitoring Officer for the principal Council which is XXXXX Council;

Scope

2. (1) This Code applies to you as a member of this authority when you act in your role as a Member or as a representative of the authority in the circumstances described in para 2 (b) below.

(2) Where you act as a representative of the authority:

(a)on another relevant authority, you must, when acting for that other authority, comply with that other authority's code of conduct; or

(b) on any other body, you must, when acting for that other body, comply with the authority's code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

General obligations

3. (1) You must treat others with respect.

(2) You must not:

(a)do anything which may cause your authority to breach any of the equality enactments;

(b) bully any person;

(c) intimidate or attempt to intimidate any person who is or is likely to be:

(i)a complainant,
(ii)a witness, or
(iii)involved in the administration of any investigation or proceedings,

in relation to an allegation that a member (including yourself) has failed to comply with the authority's Code of Conduct;

(d)do anything which compromises or is likely to compromise the impartiality of those who work for, or on behalf of, the authority.

4. You must not:

(a)disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:

(i)you have the consent of a person authorised to give it;

(ii) you are required by law to do so;

(iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or

(iv) the disclosure is:

(aa) reasonable and in the public interest; and

(bb) made in good faith and in compliance with the reasonable requirements of the authority; or

(b) prevent another person from gaining access to information to which that person is entitled by law.

5. You must not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute.

6. You:

(a)must not use or attempt to use your position as a member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage; and

(b)must, when using or authorising the use by others of the resources of, or under the control of, the authority:

(i)act in accordance with the authority's reasonable requirements;

(ii) ensure that such resources are not used improperly for political purposes (including party political purposes); and

(c)must have regard to any applicable Local Authority Code of Publicity.

7. You must:

(a)when reaching decisions on any matter have regard to any relevant advice provided to you by the authority's officers and in particular by the authority's Monitoring Officer and Section 151 Officer; and

(b) give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by the authority.

8. You must not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

Part 2

Interests

Disclosable Pecuniary Interests ("DPI")

9.(1) You will have a Disclosable Pecuniary Interest ("DPI") under this Code if: -

(a) such interest meets the definition prescribed by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as amended from time to time and set out in Appendix 2 to this Code; and

(b) it is either an interest of yourself; or it is an interest of: -

(i) your spouse or civil partner; or
(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 the other person has the interest.

Registration of DPIs

10. (1) You must within 28 days of becoming a member of the authority or being re-elected notify the Monitoring Officer in writing of any DPI which you hold at the time notification is given

(2) You must within 28 days of becoming aware of any new DPI, or changes to existing DPIs notify the Monitoring Officer in writing.

Other Disclosable Interests

11.(1) You will have a Disclosable Interest in any matter if you are aware that you or a member of your family or person or organisation with whom you are associated have a:-

a) pecuniary interest in the matter under discussion which is not de minimus; or

b) a close connection with the matter under discussion.

(2)If you are a member of another local authority, or public body, or you have been appointed as the Council's representative on an outside body, you do not have a Disclosable Interest unless a member of the public knowing the circumstances would reasonably regard membership of the body concerned as being likely to prejudice your judgment of what is in the public interest.

Disclosure of Interests

12.(1) DPIs: formal meetings

If you are present at a meeting of the Council and you have a DPI then you must:

a) Disclose the nature and existence of the interest; and

b) Leave the meeting (including the meeting room and public gallery) and take no part in the discussion; and

c)If the interest has not already been recorded notify the Monitoring Officer of the interest within 28 days beginning with the date of the meeting.

(2) DPIs: informal meetings

If you have a DPI you must not participate in informal meetings or briefings and site visits and must disclose the DPI in any correspondence with the Council.

(3) Single Member Decisions (Not applicable to Parish Councils or authorities not operating executive arrangements)

If when participating in single member decision making you have a DPI affecting the matter being decided, then you may take no steps other than asking for the matter to be decided in some other manner.

(4) Other Disclosable Interests

If you are present at a meeting of the Council and you have an Other Disclosable Interest then you must:

a) Disclose the nature and existence of the interest; and

b) If the interest;

i)affects your pecuniary interests or relates to the determination of a planning or regulatory matter; and

ii)is one which a member of the public knowing the circumstances would reasonably regard as being likely to prejudice your judgment of what is in the public interest

then you must leave the meeting (including the meeting room and public gallery) and take no part in the discussion.

(5) Dispensations

You may take part in the discussion of and vote on a matter in which you have been granted a dispensation.

Sensitive Information

13. (1) An interest will be a sensitive interest if the two following conditions apply:

(a) That you have an interest (whether or not a DPI); and

(b) the nature of the interest is such that you and the Monitoring Officer consider that disclosure of the details of the interest could lead to you or a person connected to you being subject to violence or intimidation.

(2) Where it is decided that an interest is a "sensitive interest" it will be excluded from published versions of the register. The Monitoring Officer may state on the register that the member has an interest the details of which are excluded under this section.

(3) Where the sensitive interest is a DPI the usual rules relating to disclosure will apply save that the member will only be required to disclose that they hold a DPI in the matter concerned.

APPENDIX 1

The Ten Principles of Public Life

The general principles governing your conduct are set out below:

Selflessness

1. Members should serve only the public interest and should never improperly confer an advantage or disadvantage on any person.

Honesty and Integrity

2. Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.

Objectivity

3. Members should make decisions on merit, including when making appointments, awarding contracts, or recommending individuals for rewards or benefits.

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Accountability

4. Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities and should co-operate fully and honestly with any scrutiny appropriate to their particular office.

Openness

5. Members should be as open as possible about their actions and those of their authority, and should be prepared to give reasons for those actions.

Personal Judgement

6. Members may take account of the views of others, including their political groups, but should reach their own conclusions on the issues before them and act in accordance with those conclusions.

Respect for Others

7. Members should promote equality by not discriminating unlawfully against any person, and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation or disability. They should respect the impartiality and integrity of the authority's statutory officers, and its other employees.

Duty to Uphold the Law

8. Members should uphold the law and, on all occasions, act in accordance with the trust that the public is entitled to place in them.

Stewardship

9. Members should do whatever they are able to do to ensure that their authorities use their resources prudently and in accordance with the law.

Leadership

10. Members should promote and support these principles by leadership, and by example, and should act in a way that secures or preserves public confidence.

APPENDIX 2

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The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012

Subject	*Prescribed description*
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by a member of a relevant authority in carrying out duties as a member, or towards the election expenses of a member of a relevant authority;. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant 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.
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.

Corporate tenancies	Any tenancy where (to the knowledge of a member of a relevant authority)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where— (a) that body (to the knowledge of a member of a relevant authority) has a place of business or land in the 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.

Definitions:

"the Act" means the Localism Act 2011;

"body in which the relevant person has a beneficial interest" means a firm in which the relevant person is a partner or a body corporate of which the relevant person 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;

"land" excludes 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;

"member" includes a co-opted member;

"relevant authority" means the authority of which a member of a relevant authority is a member;

"relevant period" means the period of 12 months ending with the day on which a member of a relevant authority gives a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

"relevant person" means a member of a relevant authority or any other person referred to in section 30(3)(b) of the Act;

"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.