Declaration of Interest

Set out below is a framework which aligns with established local authority governance practice and UK legislative requirements, and which the Council already applies to advisory boards and other partnership bodies supported by the Council.

1. Legislative and Standards Framework

While the Neighbourhood Board will not be a formal committee of the Council, it is appropriate for members to operate to equivalent standards of openness and probity. Our approach is informed by:

- Localism Act 2011, Part 1, Chapter 7
- Sections 28–34 (Standards and interests)
- The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Openness of Local Government Bodies Regulations 2014
- The Seven Principles of Public Life (Nolan Principles), as endorsed by the Committee on Standards in Public Life

These collectively establish the expectation that individuals involved in public decision-making declare interests that could reasonably be perceived as influencing their role.

2. Interests to Be Declared

Neighbourhood Board members are required to declare both financial (pecuniary) and nonfinancial (nonpecuniary) interests.

a) Financial / Pecuniary Interests

In line with the Localism Act 2011 and the 2012 Regulations, these include (where relevant to the Board’s work):

- Employment, office, trade, profession or vocation
- Sponsorship (including funding or financial support)
- Contracts with the local authority or related delivery partners
- Land or property interests within the programme area
- Licences or tenancies
- Corporate interests (e.g. shareholdings)
- Any other financial interest that could reasonably be regarded as influencing participation in Board decisions

b) Non-Financial Interests

These are declared in the interests of transparency and include:

- Membership of community, voluntary or lobbying organisations
- Positions held on other boards, partnerships or trusts
- Relationships with individuals or organisations likely to engage with the Board
- Any other interest which a reasonable member of the public might consider relevant

3. Process for Declaring Interests

The Council applies the following process, which will be used for the Neighbourhood Board:

Initial Declaration

- All Board Members complete a Declaration of Interests form on appointment.
- The form mirrors that used for other council boards and advisory bodies *(see attached Registration of Interests form)*

Ongoing Duty to Update

- Board Members are required to notify the Lead Local Authority of any changes within 28 days, consistent with Section 30 of the Localism Act 2011.

Meeting- Specific Declarations

- At the start of each Board meeting, Board Members are asked to declare any interests relating to items on the agenda.
- Declarations are recorded in the meeting minutes.

Management of Interests

Where an interest is declared, the Chair (supported by officers) determines appropriate action, which may include:

- Participation with transparency
- Withdrawal from discussion – they would leave the room for that particular item
- Withdrawal from both discussion and decision-making

4. Exemptions / Dispensations

Although formal "dispensations" under Section 33 of the Localism Act 2011 strictly apply to elected members, an equivalent and proportionate process for external boards can be applied. Board Members may submit a written request for an exemption where:

- The interest is minor or remote, or
- Withdrawal would impede the effective functioning of the Board

Any exemption:

- Is granted for a defined period
- Is recorded in writing
- May include conditions (e.g. participation in discussion but not decision-making)

5. Holding and Managing Declarations

Completed declarations are held securely by the Lead Local Authority in line with data protection requirements.
Where appropriate, a summary register can be maintained for transparency, consistent with the Openness of Local Government Bodies Regulations 2014.