DEMOCRATIC SERVICES
TOWN HALL, PENRITH CA11 7QF

(Tel 01768 212207/212231)

Register of Financial and Other Interests

Completion of Forms

A Guide and Checklist for Parish Council Clerks

Councillor's Code of Conduct

All councillors have to abide by a Code of Conduct which sets out which interests have to be declared. The Code of Conduct is made under the Local Authorities (Model Code of Conduct) Order 2007, No 1159. You will already have adopted the Code of Conduct in 2007 which you will need to bring to the attention of any new Councillors.

If the forms are not completed and returned to EDC at the address below within 28 days, the person elected/co-opted is no longer a Councillor.

If you require further information about the Code of Conduct please contact the Monitoring Officer, Eden District Council or you can find copies on the CALC website at www.calc.org.uk

Register of Financial and Other Interests

In order to comply with the Parish Council's Code of Conduct, a Member MUST register his/her financial and other interests with Eden District Council's Monitoring Officer within 28 days of his/her election or co-option.

It is also important that, Subject to paragraph 14, a Member must, within 28 days of becoming aware of any new personal interest or change to any personal interest registered under paragraph (1), register details of that new personal interest or change by providing written notification to Eden District Council's Monitoring Officer.

Forms can be completed electronically but a Member MUST personally sign the completed form before it is sent in. If in doubt about whether or not something should be declared it is better to err on the side of openness and avoid the risk of not registering something in error.

Failure to declare interests and offers of gifts and hospitality may result in a complaint being submitted to the Standards Committee, that in turn may lead to investigation and possible action being taken.

Any queries regarding the completion of the Register of Interest form should be directed to the Monitoring Officer, Eden District Council on 01768 212205.

Clerk's Checklist

When a new Councillor is elected or co-opted to the Parish Council, you should ensure that:

- They sign a Declaration of Acceptance of Office form to agree to observe the Code of Conduct;
- They complete a Register of Interest Form ensuring that all sections are completed - stating none if there is nothing to declare, paying particular attention to the following;
  - If the Councillor is employed section 2 must be completed fully with the name and address of their employer;
  - Section 7 should be completed in particular 7.1 which should include the Councillors home address and 7.2 which should include any buildings or land that they rent in the Parish Council's area;
- They sign the form;
- You retain a copy of the form for your records;
- You forward the form to:

  Democratic Services
  Town Hall
  Penrith
  CA11 7QF.

Returned forms which are completed properly will be retained within Democratic Services for the time that the Councillor is in office. If they resign the Register of Interest form will be shredded.

Forms not completed properly will be returned to the Councillor asking them to complete all sections fully.

Copies of the Register of Interest Form can be obtainedon the website ww.eden.gov.uk or from Democratic Services on 01768 212207 or email cttee.admin@eden.gov.uk