

NUNEATON AND BEDWORTH BOROUGH COUNCIL (Lead Council)

Pride in Place Programme – Camp Hill

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1. INTRODUCTION

In accordance with the Governance Guidance for the Pride in Place Programme, the Lead Council should provide guidance on:

- the financial and non-financial interests, individuals must declare
- the process that the Neighborhood Board members must follow for declaring interests
- the process for requesting an exemption

Members must then complete a declaration of interest, which the Lead Council will then hold. This can be in a format the Lead Council already uses. The Board Members' Register of Interests form is attached at [Appendix A](#) and this guidance will assist Board Members in completion of the said form.

Members are responsible for declaring their interests before the Neighborhood Board considers any decisions. The Lead Council must record:

- actions taken in response to any declared interest
- any gifts or hospitality given to the Neighborhood Board or individual members

The Board Members can register any gifts or hospitality using the form attached at Appendix B. However, it should be noted by Board Members that gifts and hospitality should **always be declined** unless its offensive and/or rude to do so. Regardless whether a form of gift or hospitality is accepted, the form at [Appendix B](#) should be completed and issued to NBBC for noting and deciding what action to take with professional advice.

2. DEFINITIONS

Definition of "Interest"

Generally an "interest" is anything that significantly affects the well-being or financial position of a Board Member, their family or close associates. The underlying principle is to maintain public confidence in decision-making by excluding the possibility of bias or apparent bias.

"Well-being" in this context means yours or others quality of life. "Financial position" means a positive or negative financial impact on yours or others land, property or wealth.

There are two types of interest which are dealt with below: Disclosure Pecuniary Interests and Other Interests.

A 'gift' is defined here as any item, cash or goods, or any service which is offered for personal benefit at a cost, or no cost, that is less than its commercial value.

"Hospitality" is defined here as any generous or material welcome or reception that is more than an incidental kind, such as a beverage or light refreshment.

BOARD MEMBERS' REGISTER OF INTERESTS

Disclosure of Disclosable Pecuniary Interests and Other Interests

IMPORTANT: Please read the attached guidance before completing this register.

I, _____ Susan Marston _____ of

hereby make the following Declarations of Disclosable Pecuniary Interests and the following Declaration of Non-Pecuniary Interests (Other Interests) as described by this guidance.

The declarations are of myself and those of my spouse/partner (delete at necessary) are provided below. I have set out, under the relevant headings, my/our interests which I/we are required to declare and have put 'none' where I/we have no such interests under any heading.

3. THE FORM - PART A – DISCLOSABLE PECUNIARY INTERESTS

Employment, office, trade, profession or vocation carried on for profit or gain:

See Guidance Note GN1 – Any employment, office, trade, profession or vocation carried on for profit or gain.

By you	By your spouse/partner
None	N/A

CONTRACTS

See Guidance Note GN3 – Any contract which is made between you/your spouse/partner (or a body in which the relevant person had a beneficial interest) and the relevant authority;

- a. Under which goods and services are to be provided or works are to be executed;
and
- b. Which has not been fully discharged.

By you	By your spouse/partner
a.	a.
None	N/A
b.	b.

LAND

See Guidance Note GN4 – Any beneficial interest in land which is within the area/boundary of Bedworth Plan for Neighbourhoods. This will include your home address even though you have stated it above.

By you	By your spouse/partner
None	N/A

LICENSES

See Guidance Note GN5 - Any licence (alone or jointly with others) to occupy land which is within the area/boundary of Bedworth Plan for Neighbourhoods or a month or longer.

By you	By your spouse/partner
NONE	N/A

CORPORATE TENANCIES

See Guidance Note GN6 - Any tenancy where (to your knowledge)—

- (a) the Lead Council (or any associated party linked with the Bedworth Plan for Neighbourhoods) is the landlord; and
- (b) the tenant is a body in which the relevant person has a beneficial interest.

By you	By your spouse/partner
NONE	N/A

SECURITIES

See Guidance Note GN7 - Any beneficial interest in securities of a body where—

(a) that body (to your knowledge) 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.

By you	By your spouse/partner
NONE	N/A

4. THE FORM - PART B – OTHER INTERESTS

See Guidance Note GN8 - Appointments to outside bodies and other activities which are not undertaken for profit or gain.

Membership of Other Bodies

Other interests in any business where;

(a) it relates to or is likely to affect—

(i). Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority.

By you	By your spouse/partner
NONE	N/A

(ii) Any Body:

(aa) exercising functions of a public nature;

(bb) directed to charitable purposes; or

(cc) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union), of which you are a member or in a position of general control or management.

By you	By your spouse/partner
NONE	N/A

The interests described above are subject to the definitions in Appendix A.

I understand that, within 28 days of becoming a Board Member I must notify NBBC of any 'Disclosable Pecuniary Interests', Other Interests, Sensitive Information and provide written notification of that change.

Full Name: _____ Ms Susan Marston _____

Signature: _____  _____

Date: _____ 10/07/2026 _____

5. GUIDANCE

PART A – Disclosable Pecuniary Interests

You will have a disclosable pecuniary interest if the interests meets the definition in Appendix A and;

- It is either an interest of yourself or
- It is an interest of;
 - (i) Your spouse or civil partner or
 - (ii) A person 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.

GN1 - Employment, office, grade, profession or vocation

List here anything you do for profit or gain. A good example is what you would have to declare for income tax purposes.

If you/your spouse/partner are employed, you must state the name of every employer. You must show every employment, office, trade, profession or vocation that you have. This includes the name of any firm of which you/your spouse/partner are a remunerated Director. Give a short description of the activity concerned, eg. 'Accountant'.

Where you hold an office, give the name of the person or body which appointed you. In the case of a public office, this will be the authority which pays you.

If you are self-employed state that in this section.

If you are not employed, for example you are retired you can just write 'retired'.

GN3 - Contracts

Here list any contracts where goods and services are to be provided or works executed AND which are not fully discharged (ie. the contract is still ongoing) and which:

- You/your partner/spouse personally have with the Lead Council and/or;
- You or your partner/spouse are members of a body, or directors of a company which has a contract with the Lead Council. (ie. a body in which the relevant person has a beneficial interest).
- You or your partner/spouse own Securities in that body or bodies.

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

GN4 - Land

Land includes any buildings or parts of buildings.

List here any Land within the Borough which you and/or your spouse/partner 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 to identify it.

If you live in the Borough you should include your home and write 'owner' or 'lessee'.

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

You do not have to list any land you/your spouse/partner may own outside the Borough.

GN5 - Licences

This section refers to land over which you have an informal right to occupy. Normally this kind of land ownership is temporary, or it may relate to a right of way over someone's land. For example, any licence alone or jointly with others to occupy land in the area of the Borough but you neither own nor have a tenancy of. You should give the address or a brief description to identify it.

GN6 - Corporate Tenancies

List any tenancies of property, where to your knowledge the landlord is the Lead Council and the tenant is either a firm in which you/your spouse/partner are a partner or a company of which you/your spouse/partner are a Director or in which you/your spouse/partner have a beneficial interest. This can include matters such as garage agreements with the Lead Council as well as housing tenancies, shop leases and possibly allotments where you are a member of the relevant allotment committee.

GN7 - Securities

This Disclosable Pecuniary Interest refers to securities/shares which you/your spouse/partner own in a company where the place of business or land is within the area and, the total nominal value of your securities must exceed £25,000 or amount to one hundredth of the total issued shared capital and;

If the share capital is of more than one class, the total nominal value of the shares of any one class in which you/your spouse/partner holds exceeds one hundredth of the total issued share capital of that class.

"Securities" can also mean shares, debentures, debenture stock loan stocks and bonds, units of 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.

List the names of the companies, co-operative societies etc, which are active in the Borough and in which you or your spouse/partner have a substantial interest. You do not need to show the extent of your interest.

The company or body corporate is active in the Borough if it has land or a place of business in the Borough.

PART B – Non Pecuniary Interests/Other Interests

GN8 - Part B of the form requires you to list your non-pecuniary interests. These interests are regarding your membership of organisations to which you have been appointed by the Lead Council or others associated with the Bedworth Plan for Neighbourhoods Board and in which you hold a position of management or control, other public bodies and charities. The appointments must not be not undertaken for profit or gain (as otherwise they would fall into Part A as a Disclosable Pecuniary Interest).

Appointments to outside bodies

This requires you to list any membership of a body in which you or your spouse/partner have general control or management AND to which you or your/spouse/partner have been appointed or nominated. A 'body' means a group whose members who have a common aim or theme.

Appointments to any body exercising functions of a public nature/charity/influence of public opinion nature.

List here any body exercising functions of a public nature of which you, your spouse/partner are a member or in a position of general control or management.

List the charities of which you/your spouse/partner are a member or in a position of general control or management. Freemasons only need to list this if their Lodge is a charity, normally they would only need to do so if they are members of the Grand Charity.

The final part refers to membership of bodies whose principal purposes include the influence of public opinion or policy AND where your/your spouse/partner membership of that body is one which puts you or your spouse/partner in a position of general control or management. This includes any political party or trade union.

NOTES

Declaring interests to the Strategic Director NBBC Place & Economy:

You must within 28 days of becoming aware of any new disclosable pecuniary interest/non pecuniary interest (Other interests) register that new interest or change by giving written notification to the Strategic Director NBBC Place & Economy.

Further to the above, changes must be notified to the Strategic Director NBBC Place & Economy_as and when they arise.

Declaring interests at meetings

If there is any item of business to be discussed at the meeting in which you have a disclosable pecuniary interest or non- pecuniary interest (Other Interests), you must declare the interest appropriately at the start of the meeting or as soon as you become aware that you have an interest.

Because some Board Members have interests that may impact upon a number of areas of work, arrangements have been made for those regular interests to be appended to each Committee agenda. Each agenda states that any interest will be deemed to have

been declared and will be minuted as such by Chair of the Board. As a general rule, there will, therefore, be no need for those Boards Members to declare those interests as set out in the schedule.

General rule:

- 1. When the interest amounts to a Disclosable Pecuniary Interest that is engaged in connection with any item on the agenda and the member feels that the interest is such that they must leave the room. Prior to leaving the room/meeting, the member must inform the meeting that they are doing so, to ensure that it is recorded in the minutes.**

Disclosable Pecuniary Interests (DPI)

Where a disclosable interest exists, whether or not it has been entered in the register of interests, a Board Member must disclose the interest to any meeting of the Board at which the Board Member is present, the member must not participate in the matter or vote. ***The member must withdraw from the meeting during its consideration and formally state that they are leaving the room.*** The one exception is where a prior dispensation allows you to participate and vote.

Non-pecuniary interests (Other Interests)

Where you have an Other Interest you should declare the existence of that interest at the meeting, but you may still be able to participate fully in the debate and vote.

Whether this is the case will depend upon the Board Member's view of the matter. Where a Deemed Disclosable Pecuniary Interest exists, the same rules about non-participation apply, as in the case of a Disclosable Pecuniary Interest.

To determine whether a Deemed Disclosable Pecuniary Interest exists, a Board Member needs to ask the following questions:

1. Does this matter (to my knowledge) affect the interests (see the definition on page 1) of any member of my family (excluding my spouse) or a close associate?

If no - not an Other Interest –You can participate in and, speak and vote.

If yes - go to Question 2.

2. Is the affect on my family member or close associate substantially greater that the affect on other members of the community in that ward?

If no - you must declare the interest, but can participate in and speak and vote on the matter.

If yes - go to question 3.

3. Would a member of the public, knowing the relevant facts reasonably think your interest is so significant that it is likely to prejudice your judgement of the public interest?

If no - you must declare the interest, but can participate in and speak and vote on the matter.

If yes - you have a Deemed Disclosable Pecuniary Interest. Subject to being able to speak at the public consultation stage, you are then required to withdraw from the meeting and take no further part in the debate or vote on the item.

Sensitive Information

Where you consider that the information relating to any of your personal interests is sensitive information in that, if seen by the public it may create, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation, and the monitoring officer agrees, you need not include that information when registering or changing that interest.

6. THE FORM – GIFTS AND HOSPITALITY DECLARATION

Subject: Gift / Hospitality Received

Would you please note in the Register of Gifts and Hospitality that:

I (insert name)

Received from: (Donor)

Nature of Gift / Hospitality:

.....
.....

On:(insert date received)

I: Accepted / Rejected

Reason for Gift/Hospitality.....

.....
.....

Signed:

The completed form should be returned to abby.kelwin@nuneatonandbedworth.gov.uk