



## REGISTER OF DISCLOSABLE PECUNIARY INTERESTS

### GUIDANCE NOTES

1. Within 28 days of the provisions of an authority's code of conduct being adopted or applied to that authority, or within 28 days of his election or appointment to that office (if that is later), a Member must register his interests in the authority's register, in accordance with the (Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made by the Secretary of State in accordance with Section 30 of the Localism Act 2011, by providing written notification to the Monitoring Officer of Winchester City Council (who is the Head of Legal and Democratic Services).
2. The Member should complete the form provided to register those interests and send to the Monitoring Officer, to be placed on a public register published on the Council's website.
3. You should note that the District Auditor has advised that all Members complete a form at the beginning of each Municipal Year, whether or not they have just been elected. The annual completion of a return is regarded as good practice, even if a Member's interests have not changed in the previous twelve months (the City Council has adopted this approach for a number of years). Of course, any change during the year must be notified by the member within 28 days and will require completion of a new form
4. Failure to complete and return either the original form, or any amending form, would be a breach of the Code and may lead to the Member being referred to the City Council's Standards Committee which is responsible for monitoring compliance. Current copies of both the form and guidance will be kept on the City Council's website [www.winchester.gov.uk](http://www.winchester.gov.uk).
5. As additional guidance, answers are set out below to five of the most frequently asked questions about registration of interests:-

**Q. Do I need to register land that I own outside the Council's area?**

No. You only need to register land you own or in which you have a beneficial interest that is within the Council's area. This will include where you live.

**Q. What is the difference between the nominal value of shares and the market value?**

The nominal value of shares is the face value of those shares (the value recorded on the share certificate). For example, let's say you bought 10,000 £1.50 shares (face value) in 1999. The market value at that time was £3 each, so the total you paid was £30,000. Those shares are now worth £45,000.

The nominal value of those shares would still be £15,000 (10,000 x £1.50). Therefore, you would not be obliged to enter the shares on the register of interests, even though the current market value of the shares is £45,000.

**Q. Do I need to register all gifts and hospitality I receive?**

No. You need only register gifts and hospitality worth more than £50 that you receive in connection with your official duties as a Member. For a period of three years thereafter, if anything related to the gift/event or its source arises at a meeting at which you are present, you must declare accordingly. Paragraph 2 of the Code states that it only applies to Members when acting in their official capacity. Therefore gifts received in a personal capacity do not need to be registered.

NB: The Council's own Protocol for Gifts and Hospitality provides some practical guidance.

**Q. Do I need to register and declare membership of the Freemasons?**

This is not a Disclosable Pecuniary Interest and therefore need not be entered onto the Register of Interest form. However, Parts 5 and 6 of the Code still require personal or prejudicial interests to be declared at meetings when necessary if an item of business affects that organisation. Freemasons who are members of the Grand Charity must declare that interest as appropriate, before or during council meetings. If an individual lodge is one which has charitable status or could be described as a body directed towards charitable purposes, then membership of that lodge would also need to be declared.

Membership of any charity or body directed to charitable purposes must be declared in the same way.

In addition, if a matter under discussion would affect a Member more than other people in the Council's area because the Member is a Freemason, the Member will need to declare a personal or prejudicial interest as appropriate.

**Q Do I need to register and declare membership of political party council associations.**

This is not a Disclosable Pecuniary Interest and therefore need not be entered onto the Register of Interest form. However, Parts 5 and 6 of the Code still require personal or prejudicial interests to be declared at meetings when necessary. This would apply when eg a matter affecting any premises occupied by the party were being discussed.

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