

# Public Document Pack



Date: 1 April 2015  
Our ref: General Purposes Committee/Agenda  
Ask For: Charles Hungwe  
Direct Dial: 01843577186  
Email: Charles.Hungwe@thanet.gov.uk

## GENERAL PURPOSES COMMITTEE

7 APRIL 2015

A meeting of the General Purposes Committee will be held at **7.00 pm on Tuesday, 7 April 2015** in the Council Chamber, Council Offices, Cecil Street, Margate, Kent.

### Membership:

Councillor S Tomlinson (Chairman); Councillors: Bayford, Campbell, Everitt, Fenner, I Gregory, King, Marson and Poole

## A G E N D A

Item  
No

Subject

1. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Everitt, and he will be substituted by Councillor Johnston.

2. **DECLARATIONS OF INTEREST**

To receive any declarations of interest. Members are advised to consider the extract from the Standard Board Code of Conduct for Members, which forms part of the Declaration of Interest Form at the back of this Agenda. If a Member declares an interest, they should complete that Form and hand it to the Officer clerking the meeting.

3. **MINUTES OF PREVIOUS MEETING** (Pages 1 - 2)

To approve the Minutes of the meeting of the General Purposes Committee held on 9 February 2015, copy attached.

4. **APPOINTMENT OF THE INTERIM DIRECTOR OF CORPORATE RESOURCES AND SECTION 151 OFFICER** (Pages 3 - 12)

**Declaration of Interest form - back of agenda**

This page is intentionally left blank

# Public Document Pack Agenda Item 3

## GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on 9 February 2015 at 7.00 pm in Council Chamber, Council Offices, Cecil Street, Margate, Kent.

**Present:** Councillor Mrs S. Tomlinson (Chairman); Councillors Bayford, Campbell, Everitt, Fenner, I Gregory, King, Marson and Poole

**In Attendance:**

### 74. APOLOGIES FOR ABSENCE

There were no apologies received at the meeting.

### 75. DECLARATIONS OF INTEREST

There were no declarations of interest made at the meeting.

### 76. MINUTES OF PREVIOUS MEETING

Members requested for an update on whether the costs for the investigation referred to in minute item 72 had been published in the public domain. Mr Steven Boyle, Legal Services Manager & Monitoring Officer agreed to check the figures and report back.

Councillor Campbell proposed, Councillor I. Gregory seconded and Members agreed the minutes of the previous meeting held on 23 October 2014. The Chairman signed the minutes as a correct record.

### 77. REPORT ON RECRUITMENT OF CHIEF EXECUTIVE

Mr Boyle introduced the report. He indicated that the Council was in an unusual position of having to recruit to the post of the CEx; wherein such a post did not have a current incumbent who would have helped with the recruitment process and handover thereafter. Mr Boyle then sought the views of the Committee on the draft job description and the recruitment process.

Councillor Campbell proposed recommendations 6.1; 6.3 and 6.4 (that appeared in the report as a second recommendation 6.3). Councillor Everitt seconded the proposal.

Juli Oliver-Smith, Head of EKHR advised the meeting that recruitment plan was in place for the senior posts to have applications by 19 March 2015. She said that the aim was to have the CEx post appointment made by Full Council (on 23 April 2015). Gatenby Sanderson (Recruitment Consultants) hired by EKHR had specialist knowledge in recruiting for public services organisations. Juli Oliver-Smith said that in drafting the job description, officers compared with other local Councils in the EKHR partnership and the original Job Description for the joint role of CEx and S.151.

Some Members were concerned by the membership of the proposed initial panel where staff junior to the role of CEx were planned to interview the applicants to the more senior role. Juli Oliver-Smith said that this was not unusual and had been necessitated by the fact that there was no incumbent to that post who would have helped with the recruitment process. One Member suggested that the General Purposes Committee appoint a Selection Panel to select a candidate from a shortlist of between two and five candidates provided by the Assessment Centre.

Councillor Everitt suggested that the final decision to the appointment of a candidate be made by Full Council. Councillor Campbell proposed and Councillor Everitt seconded that the final recommended candidate be appointed by Full Council.

Some Members expressed the view that TDC officers should not take part in the selection process. They said that the power to conduct the selection and shortlisting should be rest with Councillors acting on the advice of the professionals. Juli said that a report for the General Purposes Committee will be prepared by EKHR after the Assessment Centre has conducted the initial interview and have come up with a shortlist. One Member suggested that if a situation arose where there was only one suitable candidate left instead of two, then the second best could be forwarded as well for consideration. Juli advised the Committee that care had to be taken when undertaking this process so that the Council complied with the employment laws.

Members agreed that the shortlist should be made up of between two and five candidates.

Members unanimously agreed the following:

1. That recruitment to the post of Chief Executive is commenced immediately and arrangements are made for the post to be advertised so that it is brought to the attention of persons who are qualified to apply for it;
2. That the Job Description be agreed in relation to the post subject to any amendments being delegated to the Leader and Chairman of General Purposes Committee in conjunction with the Monitoring Officer;
3. That a Selection Panel be created for second interview for this role consisting of the Leader of the Labour Group, Leader of the Conservative Group and the Leader of the Largest Independent Group as agreed in relation to the other statutory posts by GPC on 8th May 2014;
4. That the appointment of Madeline Homer to the role of Acting Chief Executive and Head of Paid Service and all duties related be formally extended until final appointment of a new Chief Executive and Head of Paid Service;
5. That Full Council appoints the Chief Executive (CEX) and Head of Paid Service.

Members made some suggested amendments to the job description in Annex to the Committee report and agreed that further amendments would be forward to officers outside the meeting by end of the week (13 February 2015).

Meeting concluded: 8.05 pm

---

## **APPOINTMENT OF THE INTERIM DIRECTOR OF CORPORATE RESOURCES AND S151 OFFICER**

To: **General Purposes Committee – 7 April 2014**

Main Portfolio Area: **Leader of the Council**

By: **Steven Boyle, Head of Legal & Democratic Services**

Classification: **Unrestricted**

Ward: **All**

---

Summary: **To request Members to appoint Ms Wendy Allan as the council's interim Director of Corporate Resources and S151 Officer pending the recruitment to this position of a permanent employee.**

### **For Decision**

---

#### **1.0 Introduction and Background**

- 1.1 At a meeting of Full Council on 10 July 2014 Mr Paul Cook was appointed as the Council's Interim Director of Corporate Services and also the Council's Section 151 officer (Chief Financial Officer) following the recommendation of the General Purposes Committee that was made 8 May 2014.
- 1.2 Mr Cook has now given notice that he wishes to terminate his contract with the Council and as the post of Section 151 Officer is a statutory post the Council is obliged to appoint an officer to act in that capacity on its behalf.
- 1.3 The Council's constitution, Part 4, under Officer Employment Procedure Rules requires that a Committee or Sub-Committee of the Council appoint chief officers and deputy chief officers. That Committee or Sub-Committee must include at least one member of the Cabinet. Also that, an offer of employment as a chief officer or deputy chief officer shall only be made where no well-founded objection from any member of the Cabinet has been received.

#### **2.0 The Current Situation**

- 2.1 A recruitment process is underway to appoint a new permanent, full time Director of Corporate Services and Section 151 Officer but although interviews are taking place that process has not yet been completed at this time and the Council is unable to function legally without appointing a section 151 officer.
- 2.2 Ms Wendy Allan has been approached to become the new interim Director of Corporate Services and Section 151 Officer and she has relevant experience to be able to perform the role.
- 2.3 To comply with its legal requirements and to mitigate any risk to the council pending the appointment of a permanent Director of Corporate Resources and Section 151 Officer, the Council needs to recruit an interim Director of Corporate Resources.

2.4 Wendy Allan has spent over 25 years leading corporate services and complex high profile projects and programmes, including as a public sector Corporate Services Director, Consultancy Director specialising in local government services at Deloitte and Senior Auditor at the National Audit Office.

2.5 Attached at **Annex 1** is the job description for the post of Director of Corporate Resources and S151 Officer. This outlines the duties of the Officer concerned and the qualifications, skills and experience required.

### **3.0 The Proposals**

3.1 Wendy Allan is appointed as interim Section 151 Officer and Director of Corporate Resources with immediate effect and until the successful appointment of a permanent Director of Corporate Resources is made.

3.2 Once the permanent recruitment process is completed a further appointment to this role will be required.

### **4.0 Options**

4.1 In relation to the appointment of Wendy Allan as interim Section 151 Officer and Director of Corporate Resources, the options are:

4.2 The Committee approve the appointment of Wendy Allan as interim Section 151 Officer and Director of Corporate Resources as set out in this report.

4.3 The committee do not approve the appointment of Wendy Allan as interim Section 151 Officer and Director of Corporate Resources. This would place the Council in some difficulty as it would be failing in its legal duties not to have an officer appointed to this role.

### **5.0 Corporate Implications**

#### **5.1 Financial and VAT**

5.1.1 The proposed appointment of Wendy Allan as Interim Section 151 Officer and Director of Corporate Resources will be contained within existing budgets.

#### **5.2 Legal**

5.2.1 The Council is required by the Local Government Acts to employ suitably qualified individuals as Head of Paid Service, Section 151 Officer (Chief Financial Officer) and Monitoring Officer. The proposed appointment complies with those requirements.

#### **5.3 Corporate**

5.3.1 The council has and will comply with its relevant policies and procedures.

#### **5.4 Equity and Equalities**

5.4.1 The council has and will comply with its relevant policies and procedures.

## **6.0 Recommendation**

- 6.1 Wendy Allan is appointed as interim Section 151 Officer and Director of Corporate Resources with immediate effect and until the successful appointment of a permanent Director of Corporate Resources and Section 151 officer is made.

## **7.0 Decision Making Process**

- 7.1 Responsibility for the appointment of Chief Officers lies with the General Purposes Committee or Sub-committee.

Contact Officer:	Madeline Homer, Acting Chief Executive
------------------	--

## **Annex List**

Annex 1	Job Description for the post of Director of Corporate Resources and S151
---------	--

## **Corporate Consultation Undertaken**

Finance	Matthew Sanham, Finance Manager
Legal	Steve Boyle, Head of Legal & Democratic Services

This page is intentionally left blank



## Job Description

POST DETAILS			
<b>Division/Department</b>	Corporate Resources		
<b>Organisation</b>	TDC	<b>Location</b>	Cecil St
<b>Job title</b>	Director of Corporate Resources (and s151 Officer)		
<b>Reports to (job title)</b>	Chief Executive		
<b>Grade</b>	TG-Q	<b>Politically Restricted Post</b> <i>Tick ✓ as appropriate</i>	<b>Yes x No</b> <input type="checkbox"/>
<b>DBS (CRB) Requirement</b> <i>Tick ✓ as appropriate</i>	<b>Standard: Yes x No</b> <input type="checkbox"/>		<b>Enhanced: Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

JOB PURPOSE
<i>Explain in one or two sentences the principal reason why the job exists</i>
<p>To direct and oversee the provision of financial and corporate support services to the Council, ensuring strong governance, effective customer engagement and the proper application of the Council's constitution.</p> <p>Act as the Council's Section 151 Officer, as required under the Local Government Act 1972.</p>

PRINCIPAL ACCOUNTABILITIES
<i>Include the most significant responsibilities of the job which have a clear end result. Normally there will be between six and ten accountabilities. See guidance notes for assistance with writing accountability statements.</i>
<ul style="list-style-type: none"> <li>• Strategic Finance – advise Members and management on the financial outlook and lead Members and management across the organisation to develop strategies and plans that maximise value for money and minimise the need to raise local taxes, which enable the organisation to continue to make progress towards its aims and objectives.</li> <li>• Corporate &amp; Financial Management – ensure the proper administration and stewardship of the Council's financial affairs as required under the Local Govt Act 1972; overseeing the provision of effective financial systems and processes by the Financial Services section, to meet the needs of the accounting standards and the Council's decision making processes, whilst taking into account the need to minimise the impact on staff resource requirements.</li> <li>• Technical and transactional finance – oversee the provision of financial services that robustly manage the financial transactions of the Council, ensure their proper reporting through statutory and management accounts, so that the Council's financial position is properly understood so that no opportunities are lost, or risks missed.</li> <li>• Direct the Council's approach to strategic procurement and the arrangements for its purchase-order processing, to ensure the council uses its contracts to best effect, in the most cost effective manner.</li> <li>• Direct the Council's business redesign and service review processes, taking a pro-active and future focussed approach, ensuring all targets and risks are managed.</li> <li>• Governance and Risk Management – oversee the Council's arrangements to ensure the highest standards of governance are upheld across the organisation at all times; and to ensure that arrangements are in place to identify and quantify the Council's risk and opportunities, and that</li> </ul>

all significant risks are appropriately mitigated, and opportunities maximised.

- Legal Services – ensure the Council has access to professional legal advice and support to meet the needs of its services and projects, to support effective decision making and minimise the risk of legal challenge from third parties. Ensure that information relating to relevant national and European legislation is disseminated to staff, managers and members, as appropriate, inputting to the development of policies and implementation plans as required.
- Ensure that there are rigorous business planning and performance management processes in place to articulate the aims of the Council and ensure their delivery and that these foster a culture of continuous improvement and facilitate the delivery of value for money.
- Direct and oversee the Council's customer services approach, to ensure the development and adoption of common standards to enable a consistency of service delivery; ensure that measures are in place to change the culture to improve the customer experience and to better communicate service standards to manage customer expectations.
- Oversee the development and implementation of communications and public engagement strategies and plans to support the delivery of the Council's vision, aims, priorities and work programmes. Ensure these strategies are informed by robust and credible research and insight and that the necessary information technology and communications infrastructure is in place, or planned for.
- Provide the Council with communication and marketing services, to generate a positive interaction with the public, increase the public's awareness of the Council's services and improve public perception and satisfaction levels.
- Direct the corporate, democratic and electoral support services that ensure the smooth running of the Council's business by having policies, strategies and plans approved at the appropriate level, to meet the Council's governance and constitutional needs. Providing administrative and clerking support to meetings at the correct level for the type of meeting, setting standards for record-keeping where evidence that delegations have been properly exercised is required to maintain confidence in the decision making processes.
- Property Services – Lead on the Council's asset management strategies; ensuring that all acquisitions and disposal decisions are made based on a clear business case that considers both financial and social returns on investment. Ensure that decisions have a clear commercial or social benefit and are taken with a whole-life cost approach.
- Put in place appropriate approval and consultation mechanisms to facilitate wide reaching support for the Council's asset plans.
- Direct and oversee the work of the Property Services team, to ensure that they provide a timely, commercially aware and effective service, for the Council's property portfolio (for the commercial and council premises and TDC owned public spaces).
- Lead on the Council's commercial negotiations, relating to the acquisition or disposal of assets, including through the use of development agreements and joint venture partnerships; ensuring best value is secured for the council (from both a financial and social benefit perspective)
- Lead on the Council's ICT strategy, and the delivery of ICT support and infrastructure that meets the needs of the Council's services.
- Work with the Management Team to develop and deliver organisation development that promotes a culture of continuous improvement and the strongest standards of staff, Member and performance management. Ensure that this is adopted and embedded within the Directorate, and regularly review performance to ensure the delivery of improving value for money.
- Oversee the Member engagement process, including ensuring the operation of the Council's Standards procedure and Codes of Conduct.
- Put in place appropriate arrangements to undertake client-side responsibilities for services provided by shared services, or a third party.

#### REQUIRED ATTRIBUTES

*Include the essential attributes that the job-holder must have in order to perform the role competently and successfully*

#### Knowledge

- Comprehensive knowledge of the current financial and political landscape for local government
- An understanding of local government and political processes
- Knowledge of financial management processes at both a strategic and technical level, able to develop medium term financial plans for a large multi-service organisation.

	<ul style="list-style-type: none"> <li>• Knowledge of the shared service and partnership landscape within local government, and an awareness of the complex governance arrangements that typically feature in multi-agency partnerships.</li> <li>• An appreciation of the economic, social and environmental issues facing areas of deprivation.</li> <li>• Able to form qualitative arguments that consider return on social investment against commercial/financial returns</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• A visionary leader able to think creatively about how the Council can develop and grow, securing real public involvement in the way we do business, and ensuring our corporate governance and assurance processes are fit for purpose.</li> <li>• A proven change-agent, setting a first class example to staff by proactively seeking out and delivering continual improvement and dynamically implementing it.</li> <li>• Advanced interpersonal skills, comfortable in presenting to large groups and able to represent the council on outside bodies and promote good external relations and a positive image.</li> <li>• A credible leader, able to make a convincing argument and win hearts and minds to achieve a successful resolution to areas of dispute.</li> <li>• Adept at listening to others in order to take on board different views.</li> <li>• Able to lead, manage and encourage proactive activity, supporting the council throughout major change projects.</li> <li>• Committed to community engagement and high standards of customer service, ensuring the local community are informed and consulted on for appropriate service delivery issues and proposed changes.</li> <li>• Effective commercial negotiator, able to lead negotiations with third parties for the best outcome for the Council.</li> <li>• An effective delegator, able to develop staff through empowering them to act within agreed delegations.</li> <li>• To possess high levels of commercial acumen and employ that focus in the successful resolution of complex problems.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of operation at a senior management position in a large public sector or equivalent complex organization, able to quickly establish and maintain credibility with stakeholders: Members, senior managers, employees and partners.</li> <li>• Experience of leading large or complex projects (ideally large change projects)</li> <li>• Experience of providing strategic financial advice and designing financial support services in a large multi-service organization with devolved budgets.</li> <li>• Experience in the development and application of council constitution would be desirable.</li> <li>• Proven experience of effectively building, developing and leading teams to success.</li> <li>• A track record of challenging traditional thinking in a persuasive and positive manner, leading innovative design and delivery of services.</li> <li>• Experience of leading on the development of strategic business plans, and putting in place effective monitoring to ensure successful delivery in a complex and dynamic environment.</li> <li>• Experience of contract and relationship management, either with private sector providers, joint venture partners or shared services.</li> <li>•</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Chartered membership of professional accountancy body (CCAB) is essential.</li> <li>• Management qualification or evidence of extended personal development desirable.</li> </ul>

<b>JOB DIMENSIONS</b> <i>Include key statistics relating to the job</i>	
<b>Annual budgetary amounts</b> <i>State if impact is direct or indirect</i>	<p>Oversee the arrangements for preparing and monitoring against all of the Council's budgets:            General Fund budget – gross circa £75m            HRA balances c £10m            General Fund capital programme £14.4m            HRA capital programme £5.9m.</p> <p>Act as Treasurer, with overarching responsibility for the Council's treasury management activity:            average investments £30m in 12/13            average borrowing in 12/13 £26m</p> <p>Direct responsibility for departmental budget</p>
<b>Number of staff reporting to the job holder</b> <i>Specify direct and indirect reports</i>	<p>Direct 6            Indirect approx. 85</p>
<b>Any other relevant statistics</b>	

<b>NATURE OF CONTACTS</b> <i>Include key contacts and the nature of the communications</i>	
<b>Internal</b>	<p>Staff at all levels across the organisation, including SMT on a wide range of topics, including giving instruction and advice to staff outside of the department.</p> <p>Members – District, County and Parish – providing advice and working with Members on policy and strategy development</p> <p>Regular contact with the portfolio holders that cover the department's work</p> <p>Attend Cabinet, Council and various Committee meetings</p> <p>Hold Portfolio Holder meetings</p> <p>Attend and be primary officer lead at Governance and Audit Committee</p> <p>Attend Corporate Performance Review Working Party</p> <p>Lead on the Asset Management Working Group (Officer and Member attended)</p>
<b>External</b>	<p>Manage relationships with internal and external audit; and liaise on specific finance related matters</p> <p>Manage relationships with EK Shared Services, EK HR and EK Housing</p> <p>Attend Kent Finance Officers Association (sharing attendance with the deputy S151 Officer)</p> <p>Regular contact with other S151 Officers across Kent</p> <p>Engagement with other contractors and service providers as and when required.</p> <p>Negotiation on commercial property deals with a range of external agents for the buying, selling and leasing of assets, and the drafting of development agreements.</p>

<b>WORKING ENVIRONMENT CONTEXT</b> <i>Complete this section if the job involves physical effort and/or strain or if the job-holder is required to work in unfavourable environmental conditions. This section does not apply to most roles in a normal day-to-day office environment.</i>

**ORGANISATION CHART**

*Include an organisation chart which shows the immediate superior, peers and jobs reporting to this position. The organisation chart can be inserted below or provided as an attachment.*

--

**JOB DESCRIPTION SIGN-OFF**

<b>Completed by</b>	<i>Sue McGonigal Chief Executive</i>	<i>1/8/13</i>
<b>Reviewed/Agreed by</b>	<i>Next Level Manager Job Title</i>	<i>Date</i>
<b>Dimensions Reviewed/Agreed by</b>	<i>Job Title e.g. Finance Manager or as appropriate</i>	<i>Date</i>
<b>Job Holder Reviewed/Agreed by</b>	<i>Job Title</i>	<i>Date</i>

This page is intentionally left blank

## THANET DISTRICT COUNCIL DECLARATION OF INTEREST FORM

### Do I have a Disclosable Pecuniary Interest and if so what action should I take?

Your Disclosable Pecuniary Interests (DPI) are those interests that are, or should be, listed on your Register of Interest Form.

If you are at a meeting and the subject relating to one of your DPIs is to be discussed, in so far as you are aware of the DPI, you **must** declare the existence **and** explain the nature of the DPI during the declarations of interest agenda item, at the commencement of the item under discussion, or when the interest has become apparent

Once you have declared that you have a DPI (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must:-**

1. Not speak or vote on the matter;
2. Withdraw from the meeting room during the consideration of the matter;
3. Not seek to improperly influence the decision on the matter.

### Do I have a significant interest and if so what action should I take?

A significant interest is an interest (other than a DPI or an interest in an Authority Function) which:

1. Affects the financial position of yourself and/or an associated person; or Relates to the determination of your application for any approval, consent, licence, permission or registration made by, or on your behalf of, you and/or an associated person;
2. And which, in either case, a member of the public with knowledge of the relevant facts would reasonably regard as being so significant that it is likely to prejudice your judgment of the public interest.

An associated person is defined as:

- A family member or any other person with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000;
- Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- any body in respect of which you are in a position of general control or management and which:
  - exercises functions of a public nature; or
  - is directed to charitable purposes; or
  - has as its principal purpose or one of its principal purposes the influence of public opinion or policy (including any political party or trade union)

An Authority Function is defined as: -

- Housing - where you are a tenant of the Council provided that those functions do not relate particularly to your tenancy or lease; or
- Any allowance, payment or indemnity given to members of the Council;
- Any ceremonial honour given to members of the Council
- Setting the Council Tax or a precept under the Local Government Finance Act 1992

If you are at a meeting and you think that you have a significant interest then you **must** declare the existence **and** nature of the significant interest at the commencement of the

matter, or when the interest has become apparent, or the declarations of interest agenda item.

Once you have declared that you have a significant interest (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must**:-

1. Not speak or vote (unless the public have speaking rights, or you are present to make representations, answer questions or to give evidence relating to the business being discussed in which case you can speak only)
2. Withdraw from the meeting during consideration of the matter or immediately after speaking.
3. Not seek to improperly influence the decision.

### **Gifts, Benefits and Hospitality**

Councillors must declare at meetings any gift, benefit or hospitality with an estimated value (or cumulative value if a series of gifts etc.) of £100 or more. You **must**, at the commencement of the meeting or when the interest becomes apparent, disclose the existence and nature of the gift, benefit or hospitality, the identity of the donor and how the business under consideration relates to that person or body. However you can stay in the meeting unless it constitutes a significant interest, in which case it should be declared as outlined above.

### **What if I am unsure?**

If you are in any doubt, Members are strongly advised to seek advice from the Monitoring Officer or the Democratic Services and Scrutiny Manager well in advance of the meeting.

## **DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS, SIGNIFICANT INTERESTS AND GIFTS, BENEFITS AND HOSPITALITY**

MEETING.....

DATE..... AGENDA ITEM .....

DISCRETIONARY PECUNIARY INTEREST

SIGNIFICANT INTEREST

GIFTS, BENEFITS AND HOSPITALITY

THE NATURE OF THE INTEREST, GIFT, BENEFITS OR HOSPITALITY:

.....  
.....  
.....

NAME (PRINT): .....

SIGNATURE: .....

Please detach and hand this form to the Democratic Services Officer when you are asked to declare any interests.