



City of Westminster

# Standards Committee

**Date:** 15 March 2018

**Classification:** For General Release

**Title:** Recording of Member Training/Development

**Report of:** Head of Committee and Governance Services

**Wards Involved:** Not applicable

**Financial Summary:** There are no financial implications

**Report Author:** Mick Steward

**Contact Details:** Head of Committee and Governance Services  
Tel: 020 7641 3134;  
[msteward@westminster.gov.uk](mailto:msteward@westminster.gov.uk)

## 1. Executive Summary

- 1.1 The Standards Committee have previously indicated that they wish there to be a public record of training undertaken by Members appropriate to their role as a Councillor.
- 1.2 This report sets out the proposal for this by adding the requirement to the Register of Member Interests as set out in this report.

## 2. Recommendations

- 2.1 That the Council be recommended to approve additions to Register of Interest form to be completed by all Members and Co-opted Members, as follows:

New Section 10 - Please list including dates where possible of all training undertaken to prepare you for your role as a Councillor or to develop her in this role.

## 3. Background Information

- 3.1 The Committee is already aware of and has inputted into the Member Development Programme. The Committee has indicated that it wishes to have recorded details of training and development undertaken by Members. It is suggested including this as an additional section of the Register of Interest form is the best way of capturing this information given the existing requirement to keep this up-to-date and that the form is already in the public domain.

- 3.2 The form, updated as proposed together with the associated notes also updated are attached.
4. **Financial Implications:** None.
5. **Legal Implications**
- 5.1 Sections 1 to 4 of the form provide for the statutory requirements for disclosure.

**If you have any queries about this report please contact:  
Mick Steward, Head of Committee and Governance Services,  
Tel: 020 7641 3134  
Email: [msteward@westminster.gov.uk](mailto:msteward@westminster.gov.uk)**



## City of Westminster

### REGISTER OF MEMBERS' INTERESTS

#### GUIDANCE NOTE TO MEMBERS

**This guidance is issued to assist Members and Co-opted Members in completion of their notice of Members' interests. Please read this guidance in conjunction with the Register of Members' Interest form.**

#### **Notification of Interests:**

You must, within 28 days of becoming aware of any new interest or change to any interest already registered, notify the Monitoring Officer in writing of the details of that new interest or change.

#### **Interests of your spouse or partner:**

Please note that in addition to yourself you must also declare all interests falling within categories 1 – 7 as they apply to:

- (i) Your spouse or civil partner;
- (ii) a person with whom you are living as husband and wife; or
- (iii) a person with whom you are living as if you were civil partners.

#### **Sensitive Interests:**

Please note that if the nature of an interest which you must declare is such that yourself and the Monitoring Officer consider that disclosure of the details of the interest could lead to you, or a person connected with you, being subject to violence or intimidation (i.e. a 'sensitive interest'), copies of the register that are made available for inspection, and any published version of the register, will not include details of the interest (but may state that you have an interest the details of which are withheld).

**If you have any queries regarding your Register of Members' Interests form or any wider concerns regarding your interests as a City of Westminster Councillor please contact:**

**Tasnim Shawkat, Monitoring Officer and Director of Law**

**Email: [Tasnim.Shawkat@lbhf.gov.uk](mailto:Tasnim.Shawkat@lbhf.gov.uk)**

**Tel: 020 8753 2700**

## **CATEGORY 1 – EMPLOYMENT/BUSINESS**

You should show every type of employment, office, trade, profession or vocation that you carry out or would declare for income tax purposes.

You should include the name of your employer, the name of any firm of which you are a partner, and the name of any company of which you are a remunerated director.

## **CATEGORY 2 – SPONSORSHIP**

You should include any payment or provision of any other financial benefit (other than from the City Council) made or provided within the relevant period in respect of any expenses you incur in the carrying out of your duties as a Member or towards your election expenses. This includes any payment or financial benefit from a Trade Union within the meaning of the Trade Union and Labour Relations (consolidation) Act 1992.

## **CATEGORY 3 - CONTRACTS**

You should describe all contracts made between you (or a body in which you have a beneficial interest) and the City Council:

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

You need not say what the exact financial arrangements are, but should say for how long the contract is.

## **CATEGORY 4 – LAND/LICENCES**

This refers to any beneficial interest in land which is within the area of the City Council (that is, in which you have some proprietary interest for your own benefit). You should give the address or a brief description sufficient to identify it.

If you live in Westminster you should include your home under this heading as owner, lessee, or tenant. You should also include any property from which you receive rent, or of which you are the mortgagee.

You should include land in the City of Westminster which you have a right either alone or jointly with another to occupy for 28 days or longer, but neither own nor have a tenancy of. You should give the address or a brief description to identify it.

### CATEGORY 5 – CORPORATE TENANCIES

You should list any tenancies of property of which you are aware where the landlord is the City Council, and the tenant is either a body in which you have a beneficial interest.

### CATEGORY 6 – SECURITIES

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 City Council; and either
  - (i) The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body;
  - (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 you have a beneficial interest which exceeds one hundredth of the total issued share capital of that class.

### CATEGORY 7 – GIFTS AND HOSPITALITY

You must, **within 28 days of receipt**, notify the City Council's Monitoring Officer (Head of Legal and Democratic Services) in writing of any gift, benefit or hospitality with a **value in excess of £25** which you have accepted as a member from any person or body other than the City Council.

Please do not record items which are clearly less than £25.

### CATEGORY 8 – COUNCIL REPRESENTATIVE

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.

## CATEGORY 9 – OTHER DECLARABLE BODIES

Any body:

- (a) exercising functions of a public nature;

*Here you should list any public authority or body exercising functions of a public nature of which you are a member. You should include details of any body exercising such function even if the main function of the body is for some other purpose.*

- (b) directed to charitable purposes

*Here you should list any company, industrial and provident society(s), charity or body directed to charitable purposes of which you are a member. This includes Freemasons, Round Table, Rotary etc and any similar body who carries out a charitable function.*

- (c) 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.

## CATEGORY 110– TRAINING

Please record, including date, all training undertaken by you in order to prepare you for your role as a Councillor or to develop you in this role.



## City of Westminster

### REGISTER OF MEMBERS' INTERESTS

RETURNING COUNCILLORS NEED NOT FILL THIS IN UNLESS THEIR EXISTING INTERESTS HAVE CHANGED. THEIR CURRENT FORM WILL BE SENT FOR UPDATING. PLEASE INFORM MICK STEWARD IF YOU DO NOT NEED TO FILL THE FORM IN: TEL: 020 7641 3134; EMAIL: MSTEWARD@WESTMINSTER.GOV.UK

I, \_\_\_\_\_, a member of Westminster City Council, give notice that:

*\* I have no interests which are required to be declared under the Westminster City Council's Code of Conduct for Members and Co-opted Members*

OR

\* I have set out below under the appropriate headings my interests which I am required to declare under the Westminster City Council Code of Conduct for Members and Co-opted Members , and have put "None" where I have no such interests under any heading.

(\* Please delete as appropriate)

AND

*Having been elected to the office of Councillor of the City of Westminster I declare that I will undertake to observe the Code as to the Conduct which is expected of members of Westminster City Council.*

| CATEGORY   | INTEREST |
|--|----------|
| <p><b>1. Employment</b></p> <p>Any employment, office, trade, profession or vocation carried on for profit or gain.</p>  |          |
| <p><b>2. Sponsorship</b></p> <p>Any payment or provision of any other financial benefit (other than from the City Council) made or provided within the relevant period in respect of any expenses incurred by the Member in the carrying out of your duties as a Member or towards my election expenses. This includes any payment or financial benefit from a Trade Union within the meaning of the Trade Union and Labour Relations (consolidation) Act 1992</p> |          |
| <p><b>3. Contracts</b></p> <p>Any contract which is made between you (or a body in which you have a beneficial interest) and the relevant authority:</p> <p>(c) under which goods or services are to be provided or works are to be executed; and</p> <p>(d) which has not been fully discharged.</p>  |          |
| <p><b>4. Land</b></p> <p>Any beneficial interest in land which is within the area of the City Council.</p>   |          |



| CATEGORY   | INTEREST |
|--|----------|
| <p><b>5. Corporate Tenancies</b></p> <p>Any tenancy where to your knowledge:</p> <ul style="list-style-type: none"> <li>(a) The landlord is the City Council; and</li> <li>(b) The tenant is a body in which you have a beneficial interest</li> </ul>   |          |
| <p><b>6. Securities</b></p> <p>Any beneficial interest in securities of a body where:</p> <ul style="list-style-type: none"> <li>(a) That body to your knowledge has a place of business or land in the area of the City Council; and either <ul style="list-style-type: none"> <li>(i) The total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body;</li> <li>(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 you have a beneficial interest which exceeds one hundredth of the total issued share capital of that class.</li> </ul> </li> </ul> |          |
| <p><b>7. Gifts and Hospitality</b></p> <p>You must, within 28 days of receipt, notify the City Council's Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £25 which you have accepted as a member from any person or body other than the City Council.</p>  |          |

| CATEGORY   | INTEREST |
|--|----------|
| <p><b>8.</b> 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.</p>   |          |
| <p><b>9.</b> Any body:</p> <p>(d) exercising functions of a public nature;</p> <p>(e) directed to charitable purposes, or</p> <p>(f) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)</p> <p>of which you are a Member or in a position of general control or management.</p> |          |
| <p><b>10. Training and Development</b></p> <p>Please list, including dates where possible, all training undertaken to prepare you for your role as a Councillor or to develop you in this role.</p>  |          |

I recognise that it can be a criminal offence to:

- Fail to notify the Monitoring Officer of any disclosable Pecuniary Interest within 28 days of election. These are those required in Sections 1 to 8 above.
- Fail to disclose a disclosable Pecuniary Interest at a meeting if it is not on the register.

- Fail to notify the Monitoring Officer within 28 days of a disclosable Pecuniary Interest that is not on the register that you have disclosed to a meeting.
- Participate in any discussion or vote on a matter in which you have a disclosable Pecuniary Interest.
- As an executive member discharging a function acting alone, and having a disclosable Pecuniary Interest in such a matter, failing to notify the Monitoring Officer within 28 days of the interest.
- Knowingly or recklessly providing information that is false or misleading in notifying the Monitoring Officer of a disclosable Pecuniary Interest or in disclosing such interest to a meeting.

The criminal penalties available to a court are to impose a fine not exceeding level 5 on the standard scale and disqualification from being a Councillor for up to 5 years.

SIGNED:

DATE:

RECEIVED  
Signed:

DATE:

**PLEASE RETURN THIS FORM TO MICK STEWARD,  
COMMITTEE AND MEMBERS' SERVICES,  
WESTMINSTER CITY HALL, 64 VICTORIA STREET,  
LONDON, SW1E 6QP**