

Guidance note for councillors on completing the Register of Interests form

1. Introduction

- 1.1 The Suffolk Code of Conduct has been adopted by all Parish, Town, District and Borough Councils in Suffolk, and the County Council. This means that wherever and whoever you represent, you are expected to adopt the same standards of behaviour and declare the same type of interests.
- 1.2 Declaring interests is vitally important for the purposes of transparency and openness. All Councillors across the Country have a legal obligation to declare their interests within 28 days of being elected, and add any new interests as they arise. It is also an offence to fail to provide information or to provide information on the form that you know to be untrue or misleading.

2. Registration of Interests

- 2.1 **If you are a new councillor, you must complete the Register of Interests form by 5 June 2023.** If you are a re-elected councillor, this is the ideal opportunity to check your form and ensure it is complete.
- 2.2 You have to declare any interests you hold, and any interests held by your partner / spouse / husband or wife.
- 2.3 The Register of Interests form will be included on the West Suffolk Council website.
- 2.4 If you are concerned about declaring any of your interests, on the grounds that there may be a risk to your personal safety through disclosure, then please inform the Monitoring Officer who can deem that an interest is sensitive and not publicly disclosed. Many councillors do not wish for their home address to be publicly disclosed for this reason.
- 2.5 **Further guidance on registering interests can be found in Appendix B of the Member Code of Conduct – included in your pack at Section 5.**