

## REGISTER OF COUNCILLORS' INTERESTS

### The Ethical Standards in Public Life etc. (Scotland) Act 2000 (Register of Interests) Regulations 2003

#### *Last updated*

I, \_\_\_\_\_, a member of Aberdeen City Council give notice that I have set out in the attached form, my interests as required to be declared under the Ethical Standards in Public Life etc. (Scotland) Act 2000 (Register of Interests) Regulations 2003. I have also ensured that where I have no applicable interest I have stated "none" in the relevant section(s).

**I further understand that it is my responsibility to notify the Head of Legal and Democratic Services, in writing, of any applicable change(s) in circumstances within one month of that/those changes occurring.**

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***Please complete this form in conjunction with reading the relevant paragraphs as detailed at each section (extracted from the Councillors' Code of Conduct) together with the list of definitions included within the register. Please note the paragraph numbering relates to the sequence within the Code.***

***If you have any doubts as to whether or not you should declare a particular interest, it is wiser to supply the information rather than omit something which you should have declared.***

***The register should cover the period commencing from 12 months prior to and including your current term of office.***

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## **1 REMUNERATION**

4.3 You have a registerable interest where you receive remuneration by virtue of being:

- employed;
- self-employed;
- the holder of an office;
- a director of an undertaking;
- a partner in a firm; or

- undertaking a trade, profession or vocation, or other work.

- 4.4 You do not have a registerable interest simply because you are a councillor or a member of a joint board, a joint committee or COSLA.
- 4.5 If a position is not remunerated it does not need to be registered under this category. However, unremunerated directorships may need to be registered under category 2 “Related Undertakings”.
- 4.6 If you receive any allowances in relation to membership of any organisation the fact that you receive such an allowance must be registered.
- 4.7 When registering employment, you must give the name of the employer, the nature of its business and the nature of the post held in the organisation.
- 4.8 When registering self-employment, you must provide the name and give details of the nature of the business. When registering an interest in a partnership, you must give the name of the partnership and the nature of its business.
- 4.9 Where you otherwise undertake a trade, profession or vocation, or any other work, the detail to be given is the nature of the work and its regularity. For example, if you write for a newspaper, you must give the name of the publication and the frequency of articles for which you are paid.
- 4.10 When registering a directorship, it is necessary to provide the registered name of the undertaking in which the directorship is held and detail the nature of its business.
- 4.11 Registration of a pension is not required as this falls outside the scope of the category.

**(a) Give particulars of all paid employment specifying name(s) of employer(s), nature of business and title(s) of position(s) held. If self-employed give name and nature of business.**

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**(b) If you are a partner in a business give name of partnership and nature of its business.**

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- (c) Give details of any office/membership held by you (outwith Aberdeen City Council) for which you receive payment – eg Trade Union or professional body. (Do not include any office/membership for which you do not receive remuneration, this is dealt with at Section 7).
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- (d) Give details of any directorship(s) held by you (as specified at 4.10 above).
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- (e) Give details of other paid work (as specified at 4.9 above).
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## **2 RELATED UNDERTAKINGS**

4.12 You must register any directorships held which are themselves not remunerated but where the company (or other undertaking) in question is a subsidiary of, or a parent of, a company (or other undertaking) in which you hold a remunerated directorship.

4.13 You must register the name of the subsidiary or parent company or other undertaking and the nature of its business, and its relationship to the company or other undertaking in which you are a director and from which you receive remuneration.

4.14 The situations to which the above paragraphs apply are as follows:

you are a director of a board of an undertaking and receive remuneration – declared under Category one – and

you are a director of a parent or subsidiary undertaking but do not receive remuneration in that capacity.

**Give details of any directorships held by you, as specified above.**

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### **3 CONTRACTS**

4.15 You have a registerable interest where you (or a firm in which you are a partner, or an undertaking in which you are a director or in which you have shares of a value as described in paragraph 4.20 below) have made a contract with the Council of which you are a member:

(i) under which goods or services are to be provided, or works are to be executed; and

(ii) which has not been fully discharged.

4.16 You must register a description of the contract, including its duration, but excluding the consideration.

**Give details, as specified above, in relation to contracts with Aberdeen City Council which have not been fully discharged, including description of that/those contract(s) and duration.**

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### **4 ELECTION EXPENSES**

4.17 You must register a statement of any assistance towards election expenses received where the value of any single donation exceeds £50.

**Give details of any assistance received as specified above.**

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### **5 HOUSES, LAND AND BUILDINGS**

4.18 You have a registerable interest where you own or have any other right or interest in houses, land and buildings, such as being an owner or a tenant, including council tenant.

4.19 You are required to give the address of the property, or otherwise give a description sufficient to identify it.

**Give details of houses, land and buildings as specified above.**

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## **6 SHARES AND SECURITIES**

4.20 You have a registerable interest where you have an interest in shares comprised in the share capital of a company or other body and the nominal value of the shares is:

(i) greater than 1% of the issued share capital of the company or other body; or

(ii) greater than £25,000.

**Give details of any shares and securities held by you as specified above.**

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## **7 GIFTS AND HOSPITALITY**

3.7 You must not accept any offer by way of gift or hospitality which could give rise to real or substantive personal gain or a reasonable suspicion of influence on your part to show favour or disadvantage to any individual or organisation. You should also consider whether there may be any reasonable perception that any gift received by your spouse or cohabitee or by any company in which you have a controlling interest, or by a partnership of which you are a partner, can or would influence your judgement. The term "gift" includes benefits such as relief from indebtedness, loan concessions, or provision of services at a cost below that generally charged to members of the public.

3.8 You must never ask for gifts or hospitality.

3.9 You are personally responsible for all decisions connected with the acceptance of gifts or hospitality offered to you and for avoiding the risk of damage to public confidence in your Council and in local government. As a general guide, it is usually appropriate to refuse offers except:

(i) isolated gifts of a trivial character, the value of which does not exceed £50;

(ii) normal hospitality associated with your duties and which would reasonably be regarded as appropriate; or

(iii) civic gifts received on behalf of the Council.

3.10 You must not accept any offer of a gift or hospitality from any individual or organisation who is an applicant awaiting a decision



## **8 NON FINANCIAL INTERESTS**

4.22 Councillors may also have significant non-financial interests and it is equally important that relevant interests such as membership or holding office in public bodies, companies, clubs, societies and organisations such as trades unions and voluntary organisations, are registered and described. In this context, non-financial interests are those which members of the public might reasonably think could influence your actions, speeches or votes in the Council which could include appointments to Committees or memberships of other organisations.

**Give details of any office/membership held by you (outwith Aberdeen City Council), for which you do not receive remuneration, as specified above.**

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**I understand that it could be construed as a breach of the Councillors' Code of Conduct in terms of Part 2 of the Ethical Standards in Public Life etc. (Scotland) Act 2000, if I**

**omit information which ought to be given in this Register; or**

**provide information which is materially false or misleading; or**

**fail to give further notice in order to update the information given by me in this declaration; or**

**declare an interest which I acquire after the date of this declaration but which I must declare under the under the Ethical Standards in Public Life etc. (Scotland) Act 2000 (Register of Interests) Regulations 2003.**

**Signed:**

**Date:**

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**Received by**

**Signed:**

**Date:**

## **DEFINITIONS (extracted from the Code of Conduct)**

### **Remuneration**

includes any salary, wage, share of profits, fee, expenses, other monetary benefit or benefit in kind. This would include, for example, the provision of a company car or travelling expenses by an employer.

### **Undertaking**

means: (a) a body corporate or partnership; or (b) an unincorporated association carrying on a trade or business, with or without a view to a profit.

### **Related Undertaking**

is a parent or subsidiary company of a principal undertaking of which you are also a director. You will receive remuneration for the principal undertaking though you will not receive remuneration as director of the related undertaking.

### **Parent Undertaking**

is an undertaking in relation to another undertaking, a subsidiary undertaking, if (a) it holds a majority of the voting rights in the undertaking; or (b) it is a member of the undertaking and has the right to appoint or remove a majority of its board of directors; or (c) it has the right to exercise a dominant influence over the undertaking (i) by virtue of provisions contained in the undertaking's memorandum or articles or (ii) by virtue of a control contract; or (d) it is a councillor of the undertaking and controls alone, pursuant to an agreement with other shareholders or councillors, a majority of the voting rights in the undertaking.

### **Election Expenses**

means expenses incurred, whether before, during or after the election, on account of, or in respect of, the conduct or management of the election.

### **A Person**

means a single individual or legal person and includes a group of companies.

### **Group of companies**

has the same meaning as "group" in section 262(1) of the Companies Act 1985. A "group", within s262(1) of the Companies Act 1985, means a parent undertaking and its subsidiary undertakings.

### **Any person**

includes individuals, incorporated and unincorporated bodies, trade unions, charities and voluntary organisations.

### **Spouse**

does not include a former spouse or a spouse who is living separately and apart from you.

### **Cohabitee**

includes a person, whether of the opposite sex or not, who is living with you in a relationship similar to that of husband and wife.

### **Chair**

includes Committee Convener or any person discharging similar functions under alternative decision making structures.