

## REGISTER OF MEMBERS' INTERESTS

### PROCEDURAL NOTE

#### Purpose of Note

1. This note outlines the procedures that should be followed in order to produce and maintain the Register of Members Interests by the Proper Officer(s) appointed for this purpose by the Council under the Ethical Standards in Public Life (Scotland) Act 2000 (Register of Interests) Regulations 2003 (document links below) hereinafter referred to as "the 2003 Regulations".

<http://www.legislation.gov.uk/ssi/2003/135/contents/made>

The appointed officers for this purpose are detailed within the Council's Proper Officer Register.

#### Information Requirements and Responsibilities

2. The following information will be held by the local authority:
  1. Individual registers of interest for each elected member
  2. A single Statutory Register collating these individual registers

#### Declaration of Acceptance of Office

3. Members are asked to complete and sign the declaration of acceptance of office documentation as soon as possible after their election - this will normally happen at the conclusion of the election count. The documentation should be completed by all councillors elected or re-elected as a result of an ordinary council election or a by-election. The signed declarations must be delivered by Members' Support to the Proper Officer no later than two months from the day of the election as required by section 33a(1) of the Local Government (Scotland) Act 1973. In a case where the two month deadline is not met by any member, the member ceases to be a councillor on the expiry of the two month period and a by-election must be held.

The declaration requires the member to follow the Councillors' Code of Conduct and Member Officer Relations Protocol (document links as below)

<http://www.scotland.gov.uk/publications/2002/04/14492/2559>

<http://thezone/nmsruntime/saveasdialog.asp?IID=40382&SID=12069>

[Members' Support shall retain hard copies and electronic copies of the signed declarations.](#)

4. Copies of the Code of Conduct, Member Officer Relations Protocol and associated forms are supplied as links within the Elected Members' Handbook document available within the Councillors' section on the Zone. Elected members shall be provided with access to the Handbook as soon as is practical after they are elected. Members' Support are responsible for the preparation and maintenance of the Elected Members' "e-Handbook".

## Notice of Members' Interests following an Election

5. The form for First Notice of interests shall be supplied to members along with their Welcome Letter and must be returned by email to Members Support within one month of the date of signing the Declaration of Acceptance of Office (Regulation 4(2)(b) of the 2003 Regulations). A reminder email should be issued to members who have not submitted their notice of interests one week prior to the deadline.

The headings on the form are those required under Section 4 of the Councillors' Code of Conduct.

The First Notice of interest shall be received from each Councillor by Members' Support in hard copy format. Member's support shall transfer the information supplied into MS Word format to form the "Working Register"

6. Each member shall have a named electronic folder on the network and the completed forms are saved within each member's folder upon receipt by Members' Support. A Proper Officer is assigned to each member (Appendix 1) and the Proper Office Check Sheet (Appendix 2) is used by the Proper Office to record and summarise checking of First Notice and subsequent updates to member's entries on the Register.
7. Each form of registration shall be checked by the Proper Officer to ensure that all sections have been completed correctly and that the information supplied has been recorded within the correct category of the register. Members' Support should provide advice and guidance in order to complete the form however, the accuracy of the information recorded remains the responsibility of the individual members.

The Proper Officer and Members' Support shall record the information required on the Proper Officer Check Sheet which forms the summary sheet for the Statutory Register.

8. Members support shall upload a copy of each member's form to Issue Manager (as detailed within Procedure on Appendix 3)- this enables the Register to be available throughout the Council's public offices, libraries and website as required by 2003 Regulations (see document link below)

<http://www.legislation.gov.uk/ssi/2003/135/regulation/7/made>

9. The files containing the forms of registration should be retained for the relevant calendar year and a new file should be opened by Members' Support for each calendar year. The register containing the individual forms of registration will be maintained by Members' Support until five years after the date that a member ceases to be a councillor (as required by Regulation 6(3) of the 2003 Regulations).

Members' registers of interests shall be retained for a further period of 10 years after they cease to be a councillor and thereafter assessed and reviewed for archival value in accordance with the recommendation in the Scottish Council on Archives Records Retention Schedules (Schedule 8 Democracy, Ref. 08.005.001) (see document link below)

<http://www.scottisharchives.org.uk/scarrs/schedules>

## **Changes to Entries within the Register – Members’ Obligations**

10. Each member is responsible for notifying Members’ Support of any changes to their existing entries in the Register or of any new interests that they are required to register under the 2003 Regulations. The Proper Officers are responsible for checking for any changes on a monthly basis as required by Regulation 5 of the 2003 Regulations which requires a member to notify the Proper Officer maintaining the register of any changes within one month of the change.
11. If the change to a members’ entry involves receipt of a gift or hospitality, the member should record this information and email it to Members Support via email address [ROMI@aberdeencity.gov.uk](mailto:ROMI@aberdeencity.gov.uk)

The email should contain the following information:

- The supplier
- Date of Occasion/s
- Occasion/s
- Details of Gift/Hospitality
- Estimated cost
- Confirmation – accepted or declined

The details of each written response received from members should be checked to ensure that all of the information required under the 2003 Regulations has been provided – if this is not the case the member/s in question shall be asked in writing to clarify their response until conclusion.

Members’ Support shall update the MS Word “Working Register” and when complete convert to PDF format to allow for upload and publication onto the Council’s website via Issue Manager. Copies of written responses and other related correspondence shall be retained within the members’ electronic folder on the network and shall be retained for the period specified within (8)

### **Contents – Members Electronic Folder**

The electronic folder for each member shall contain:

- Signed copy Declaration of Acceptance of Office (PDF)
- Signed copy First Notice of Interests (PDF)
- Forms containing changes and updates (MS Word – Working Register)
- Correspondence relating to changes and updates (Emails and PDF)
- Public inspection copy of members interests used on the website (PDF)

### **Updates to Members’ Entries in Register – Reminders**

12. Member services will send an email to members requesting them to update their current entries for their register of interests including the receipt of gifts and hospitality. The requests are generated at 6 monthly intervals in June and November of each year (as recommended by the Standards Commission Guidance to Local Authorities) the June reminder is not required within an election year.

The email will be sent to each member and shall contain a link to the members’ current entry on the website and a request to provide Members’ Support with any updates and changes within 7

days. One reminder email shall be sent to any members' that have not replied to the initial email after two weeks.

Email responses and associated correspondence received from members updating their entries shall be saved within the individual member's folder. The members will be issued with an email confirming that the changes and updates have been made and a link to the updated entry on the website is provided for the member to review.

In the case where a member confirms a Nil return to the existing entry. Members' Support will provide a confirmation email confirming that no changes have been made and a link to the entry on the website is provided for the member to review. Copies of correspondence to and from the member shall be saved within the member's folder.

If a member does not respond within the required timescale this will be deemed as a Nil return and the Nil return process shall be applied.

The Proper Officer Check Sheet shall record the changes made to each member's entry by Members Support. The Proper Officers are responsible for conducting a monthly review of their allocated Members' control sheet and shall evidence the review by recording the details required on the Proper Officer Check Sheet (Appendix 2).

This procedure will be reviewed in January 2018 and annually thereafter.

Version:	1.0
Effective From:	1 <sup>st</sup> May 2017
To be Reviewed:	8 <sup>th</sup> January 2018
Application of Policy:	All Elected Members'
Policy Author:	Ronnie McKean

**Register of Members Interest – Appendix (1)**

**Proper Officer and Members List (Sample)**

<b>Elected Member</b>	<b>Proper Officer</b>
Alan Donnelly Alex Nicoll Alexander McLellan Alison Alphonse Avril MacKenzie Barney Crockett Bill Cormie Brett Hunt Catriona MacKenzie	Fraser Bell
Christian Allard Ciaran McRae Claire Imrie David Cameron Dell Henrickson Douglas Lumsden Freddie John Gill Samarai Gordon Graham	Jackie Buchanan
Gordon Townson Ian Yuill Jackie Dunbar Jennifer Laing Jennifer Stewart Jim Noble John Cooke John Reynolds John Wheeler	Steven Inglis
Lesley Dunbar M.Tauqeer Malik Marie Boulton Martin Greig Michael Hutchison Neil Copland Neil MacGregor Phillip Bell Phillip Sellar	Jessica Anderson
Ross Grant Ryan Houghton Sandra MacDonald Sandy Stuart Sarah Duncan Stephen Flynn Steve Delaney Tom Mason Yvonne Allan	Roderick MacBeath

**Register of Members Interest – Appendix (2)**

**Proper Officer Check Sheet (Sample)**

	<b>First notice received (date)</b>	<b>First notice checked by PO (date)</b>	<b>Further notices received (dates)</b>	<b>Further notices checked by PO (dates)</b>	<b>Updates published to website (dates)</b>	<b>Single register updated (dates)</b>	<b>Reminders issued by PO (dates)</b>
<b>Clr A</b>							
<b>Clr B etc</b>							

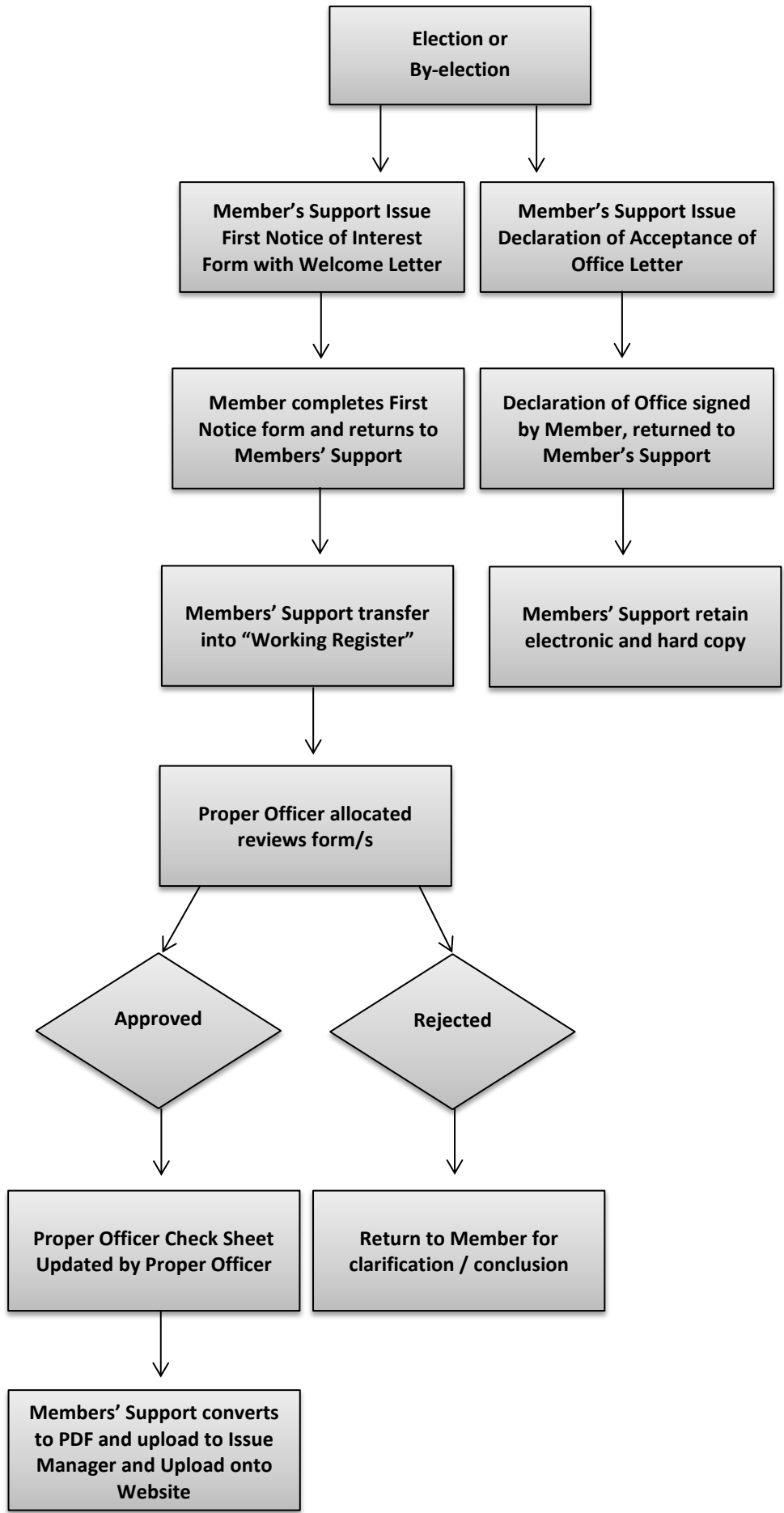
## Register of Members Interest – Appendix (3)

### Members' Support - Issue Manager Procedure (Insert Here)

## Register of Members Interests – uploading to the website

1. Create a pdf of the Elected Members 'working register'.
2. Save the pdf in the shared Register of Interest folder within the Members Support drive.
3. Open Issue manager and select '*configure*' from the top banner.
4. Once the drop menu appears, select '*users*'; then search the relevant Councillor using the search field.
5. Once the Councillor name appears double click to edit their profile.
6. In the edit user screen, select '*politics*' from the banner in the middle of the window.
7. Select '*Add Register of Interests*' from the right of the window.
8. Once a search box appears, select '*browse*'; find the relevant Councillor's register from the Members Support drive.
9. Select '*ok*' until returned to the search window, then close issue manager.
10. The new register should be uploaded within 10 minutes.

### First Notice Process Flow Chart





### Further Notice Maintenance & Updates Flow Chart

