



Chelmsford City Council Governance Committee

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Update on Register of Interests in City and Parish tier Councils

Report by:
Monitoring Officer

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Purpose
To update members on the register of interest forms in City and Parish tier authorities.

Recommendations
1. To note update.

1. Background

- 1.1. To help improve oversight and increase compliance in relation to the completion of the members register of interest an annual assurance report was introduced in 2022. This was with a view to laying the foundations for further development and improvements after City and Parish elections which took place in May 2023.
- 1.2. One of the improvements which was implemented after the May 2023 elections for city councillors was the introduction of an online form to update the register of interests. This was well received, and all city councillors completed the

register of interest process by June 2023. This enabled some initial consistency checks to be raised with Group Leaders and further work to be undertaken to improve the quality of the responses in the future.

- 1.3. It should also be noted that most parish tier authorities in Chelmsford have adopted the LGA Model Code of Conduct. This includes one parish tier authority which had initially decided against doing so. Further work is being undertaken with parish tier councils in relation to this to encourage adoption and the city council has made available new register of interest forms as well as an accessible version of the code of conduct to ease this decision. The potential to extend the online form process to parish tier councils in the future has been explored but this is dependent upon the adoption of the model code and the parish tier council wishing to ask all councillors to resubmit their register of interest forms. Currently, twin hatted councillors at city and parish tier must complete two separate forms, one online for city and one for parish tier authority.
- 1.4. Set out below is the position as at the time of writing the report in relation to the completion of register of interest forms. These have been RAG (red/amber/green) rated.
- 1.5. An annual reminder for City members to review and update their register of interests will be added from the end of 2024. The responsibility for completing and updating the register of interest and any gifts & hospitality will continue to rest with councillors personally, but it is good practice and helpful to issue reminders. It is planned for this to tie in with annual reminder to officers and the reporting of gifts and hospitality.

2. Table detailing returned forms

Council	Amount of Cllrs (excl Vacancies)	Amount of submitted ROI Forms
Chelmsford City	57	57
Boreham	12	12 (complete)
Broomfield	13	13 (complete)
Chelmer Village	15	13 (2 vacancies) (complete)
Chelmsford Garden Community Council	13	13 (complete)
Chignal	7	6 (1 vacancy) (complete)
Danbury	12	12 (complete)
East Hanningfield	7	7 (complete)
Galleywood	9	9 (complete)
Good Easter	7	6 (1 vacancy) (complete)

Great & Little Leighs	10	8 (2 vacancies) (complete)
Great Baddow	15	14 (1 vacancy) (complete)
Great Waltham	11	11 (complete)
Highwood	7	6 (1 outstanding)
Little Baddow	9	9 (complete)
Little Waltham	7	7 (complete)
Margaretting	7	6 (1 vacancy) (complete)
Pleshey	7	7 (complete)
Rettendon	9	9 (complete)
Roxwell	7	6 (1 vacancy) (complete)
Runwell	13	12 (complete) (1 vacancy)
Sandon	8	7 (1 vacancy) (complete)
South Hanningfield	12	12 (complete)
South Woodham Ferrers	20	20 (complete)
Springfield	13	13 (complete)
Stock	9	9 (complete)
West Hanningfield	8	6 (2 vacancies) (complete)
Woodham Ferrers & Bicknacre	9	9 (complete)
Writtle	15	15 (complete)

List of appendices:

Nil

Background papers:

Nil

Corporate Implications

Legal/Constitutional: These are set out in the report.

Financial: None

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: None

Equality and Diversity: None

Health and Safety: None

Digital: None

Other: None

Consultees: None

Relevant Policies and Strategies:
None
