



Member Handbook

Guidance on Standards & Ethics

Dennis A Hall LLB LLM LARTPI
Solicitor to the Council
Council Offices
Spennymoor
DL16 6JQ

Contents

<i>INTRODUCTION</i>	1
<i>ROLE OF THE MONITORING OFFICER</i>	2
<i>ELECTED AND CO-OPTED MEMBERS: WHAT YOU MUST DO</i>	3
<i>ROLE OF THE STANDARDS COMMITTEE</i>	4
<i>THE STANDARDS BOARD FOR ENGLAND</i>	7
<i>LOCAL INVESTIGATIONS</i>	8
<i>DECLARATIONS OF INTERESTS</i>	9
<i>THE CODE OF CONDUCT</i>	11
<i>PLANNING CODE OF CONDUCT</i>	12
<i>CONSTITUTION</i>	13
<i>PARISH AND TOWN COUNCILS</i>	14
<i>MONITORING OFFICER ADVICE SERIES</i>	17
<i>TRAINING REQUIREMENTS</i>	18
<i>LIST OF KEY WEBSITES</i>	20
<i>CONTACT POINTS FOR ADVICE/INFORMATION/REGISTRATION/FORMS</i> ..	21
<i>STANDARDS BOARD FOR ENGLAND PUBLICATIONS</i>	22
<i>FORM OF WRITTEN UNDERTAKING TO OBSERVE YOUR CODE</i>	23
<i>LETTER OF CONSENT UNDER DATA PROTECTION ACT 1998</i>	24

© Sedgefield Borough Council 2007 No part of this publication may be reproduced without acknowledgement of the rights of the copyright owner in this publication.

Introduction

A message from Dennis Hall, Solicitor and Monitoring Officer, Sedgefield Borough Council: -

“I hope Members will find this Standards and Ethics Handbook useful in assisting them to understand the rules and regulations governing member conduct.

As Monitoring Officer my role is to assist the Standards Committee to carry out its functions, including training and developing a greater awareness of the way in which the standards and ethics regime operates.

The public have a right to expect the highest standards of behaviour from elected representatives. Confidence in local democracy is essential to an open and inclusive society. This can only be achieved when those serving their communities adhere to and can be held accountable for the high standards expected of them. On accepting office, Councillors are required to sign up to the statutory Code of Conduct.

I am responsible for setting up the registers for Members’ interests and gifts and hospitality and advising on what is appropriate to be included within them.

I also provide advice on declarations of interests at Borough Council meetings and provide an important link between Members and the Standards Committee of the Council.

A key part of my work is in connection with Parish and Town Council Members; I will monitor the Code and ensure that appropriate training is made available.

I am confident that this handbook will assist in a number of respects, particularly in offering guidance to Members and providing useful contacts and information supplying Members with an insight into the law and procedure.

Any feedback would be gratefully received!”

Dennis

Dennis A Hall LLB LLM LARTPI
Solicitor to the Council
Council Offices
Spennymoor
DL16 6JQ

Role of the Monitoring Officer

The role of the Monitoring Officer is critical to the maintenance of legality and ethical standards in local government.

Other roles and duties of the Monitoring Officer include:

- to assist the Standards Committee to carry out its functions, including training and developing a greater awareness of the way in which the standards and ethics regime operates.
- the setting up of the registers for Members' interests and gifts and hospitality and advising on what is appropriate to be included within them.
- to provide advice on declarations of interests at Borough Council meetings and provide an important link between Members and the Standards Committee of the Council.
- to work in connection with Parish and Town Council Members.
- to Monitor the Code and ensure that appropriate training is made available.

Elected and Co-opted Members: What You Must Do

A) On election or appointment:

Written Undertaking to Observe the Code of Conduct (see Page 23):

- For each Council to which you have been elected or appointed, you must send to the Monitoring Officer your written undertaking to observe the Code of Conduct within 28 days of becoming elected or appointed. In some cases the written undertaking to comply with the Code of Conduct may be combined with the declaration of acceptance of office.

Registers:

- You must register interests with the Monitoring Officer within 28 days of being elected or appointed.
- If you require your registered details to be made available on the internet you must sign and send to the Monitoring Officer the appropriate letter of consent, (see Page 24).

B) What you must do as a Member:

- You must register with the Monitoring Officer changes in your interests within 28 days of change.
- You must register with the Monitoring Officer any gifts/hospitality over £25 within 28 days of receipt.
- You must declare interests as appropriate at meetings that you attend.
- You should take advice from the Monitoring Officer where necessary.
- You should follow the Standards Board's Guidance on the Code of Conduct for Members.
- You should keep your Registers under review.

C) Parish and Town Councillors

- Parish and Town Council Members should consult their Clerks regarding compliance with these requirements.
- All appropriate forms are available from the Monitoring Officer, (see Page 21).

Role of the Standards Committee

This Committee was specifically established by legislation to consider issues concerning the conduct of Elected Members. Under the Local Government Act 2000, Standards Committees have five 'statutory functions'. They must:

1. give the Council advice on adopting a local Code of Conduct;
2. monitor the effectiveness of the Code;
3. train Members on the Code, or arrange for such training;
4. promote and maintain high standards of conduct for Members; and
5. help Members to follow the Code of Conduct.

Promoting and Maintaining High Standards of Conduct

The aim of setting up a Standards Committee is to create a sense of 'ethical well-being' in the Council, to increase confidence in local democracy, and to improve the public image of local government. The Standards Committee is proactive by introducing change rather than reacting to events and ultimately, aims to create and maintain ethical organisations. Creating and maintaining an ethical organisation is not just about adopting a Code of Conduct for Members but is also about relationships both internally between Members and council staff, and externally with members of the public. It is about how the Council relates to the community and improves the service it provides.

Composition

The Standards Committee composition includes:

- one Cabinet Member, (the Leader cannot be a member of the Standards Committee);
- four non-Cabinet Members of the Council;
- two Independent Members, one of which is the Chairman;
- one member of a Parish or Town Council wholly or mainly in the Council's area.

Independent Representatives

The reason for having independent representatives is to help increase public confidence and provide a clear signal that the Committee is fair. The independent representative also brings a wider perspective from outside experiences. There is no limit to the number of independent representatives you can have on a Standards Committee. The independent member must not be a member or employee of the council or any local authority. The Standards Board recommends that there should be at least two independent representatives, as a single independent representative could become isolated and ineffective. Having two independent representatives would also avoid meetings automatically becoming invalid (inquate) if the independent representative could not attend.

Parish and Town Council Representatives

The role of a Parish or Town Council representative is to make sure that the Parish and Town Councils are represented throughout discussions. A Parish or Town Council representative must sit on the Standards Committee at all times when Parish matters are being discussed.

Roles and Functions

The Standards Committee has the following roles and functions, as set out in the Constitution:

- (a) promoting and maintaining high standards of conduct by Councillors and co-opted Members;
- (b) assisting Councillors and co-opted Members to observe the Members' Code of Conduct;
- (c) advising the Council on the adoption or revision of the Members' Code of Conduct;
- (d) monitoring the operation of the Members' Code of Conduct;
- (e) advising, training or arranging to train Councillors and co-opted Members on matters relating to the Members' Code of Conduct;
- (f) granting dispensations to Councillors and co-opted Members from requirements relating to interests set out in the Members' Code of Conduct;
- (g) dealing with any reports from a case tribunal or interim case tribunal, and any report from the Monitoring Officer on any matter which is referred by an Ethical Standards Officer to the Monitoring Officer;

- (h) the exercise of (a) to (g) above in relation to the Parish Councils wholly or mainly in its area and the Members of those Parish Councils;
- (i) overview of the whistle blowing policy;
- (j) oversight of the constitution;
- (k) to deal with cases referred to the Standards Committee by the Standards Board and to conduct local determination hearings in accordance with the Model Hearing Procedure at Part 4I;
- (l) to take such other steps as may from time to time be taken in accordance with the powers of the Local Government Act 2000 and any subordinate legislation thereunder.
- (m) to deal with cases referred to the Standards Committee by the Council's Monitoring Officer and to conduct a hearing in accordance with the model hearing procedure in Part 4I, as amended, or substituted, where necessary, for that purpose.

The links below contain copies of the minutes from previous Standards Committee Meetings during 2006:

- [9th February 2006](#)
- [6th April 2006](#)
- [5th May 2006](#)
- [6th July 2006](#)
- [2nd November 2006](#)

The Standards Board for England

The Standards Board is a Public Body charged with the promotion of high standards of conduct within local authorities as part of a range of measures, which, contribute to the ethical framework established by the Local Government Act 2000. This Act places a duty on the Board to promote ethical behaviour, investigate allegations of breaches of the Code of Conduct and issue advice and guidance to both Council Members and Officers. The Standards Board helps build confidence in local democracy by promoting the ethical behaviour of Members and Co-opted Members who serve on a range of authorities through receiving and investigating allegations that Members may have breached the Code of Conduct. The Board's main task is to ensure that standards of ethical conduct are maintained across authorities and to deal with complaints of misconduct against individual members.

Following the publication of the discussion paper "Standards of Conduct in English Local Government: The Future" the Board is committed to transforming the organisation into a more strategic regulatory body. The Board's role will be to champion and promote high standards, ensure that standards and conduct issues are properly integrated into corporate government responsibilities, oversee a locally-based system and ensure that Standards Committees act effectively in a way that commands public confidence, while supporting them with information and guidance.

Under the proposed new framework, it is envisaged that the Board will continue to have a central role in the conduct regime for Local Government. This will include fewer investigations and the development, maintenance and monitoring of a national framework to ensure high standards of conduct.

Local Investigations

Referring Allegations:

The Local Government Act 2000 enables ethical standards officers (ESO) to refer allegations that a Member has breached the Code of Conduct to Monitoring Officers. An ESO may refer an allegation at any point before they complete an investigation into the allegation. When considering whether to refer the allegation, ESO will use their discretion and take into account all relevant circumstances.

The ESO is less likely to refer cases if there is evidence that a local investigation would be perceived as unfair or biased or there are any relevant local political issues that may have a bearing on the investigation.

In 2005/06:

- 3, 836 complaints received
- 687 complaints referred for investigation
- 57 Standards Committee hearings
- 77 cases were presented by the Standards Board to the Adjudication Panel for a hearing

68% of cases are now dealt with at a local level.

The New Ethical Framework:

The Standards Board is increasingly becoming a strategic regulator and investigating only the vital few complaints, ensuring public confidence in the system. Local decisions at a local level will assist in improving local ownership of the ethical framework. The Government's intention is that it will be a Standards Committee decision, not an Officer decision.

Declarations of Interests

The Constitution lays out guidance on when you should declare an interest at a meeting. Interests are determined as being Personal or Prejudicial. As a rule:

A Personal Interest in a matter is one that can be reasonably regarded as affecting the individual, family or friend more than other people in the area. If a Councillor has a personal interest they can stay, take part and vote at the meeting. The Code of Conduct was designed to encourage participation in an open manner, not restrict participation.

A Personal and Prejudicial Interest is if someone who knew all the relevant facts would view a Councillor's personal interest in an issue to be so great that it was likely to prejudice the Councillor's judgement of the public interest. If a Councillor has a prejudicial interest they must leave the meeting. The Councillor must leave the room entirely and not to seek to influence any decision-making.

Gifts and Hospitality: A member must within 28 days of receiving any gift or hospitality over the value of £25, provide written notification to the authority's Monitoring Officer of the existence and nature of that gift or hospitality. A member must provide written notification of gifts and hospitality received on more than one occasion during a twelve-month period from the same person or body, even though each gift or hospitality is of a lesser value than £25, unless the gifts are of nominal value for publicity purposes.

All Members must register their interests on the following forms:

Forms:

- Form LGA1 - Notification by Member of a Local Authority of Financial and Other Interests;
- Form LGA2 – Notification by Member of a Local Authority of Receipt of Gift or hospitality over the value of £25.00;
- LGA3 – Notification by Member of a Local Authority of Change to Registered Financial and Other Interests.

A written undertaking form and data protection form are required to be completed when elected, (see Pages 23 and 24).

All forms can be obtained from Laura Starrs, Standards Committee Support Officer or Julie Johnson, Legal Assistant in Legal Services, (see Page 24 for contact details).

Dispensations

Under the mandatory provisions of the Model Code of Members' Conduct a Member with a prejudicial interest in a matter is precluded from participating in the consideration of that matter. However, in certain circumstances a Member may apply to the Standards Committee for a dispensation enabling him/her to participate. The grant of a dispensation operates so as to prevent the Member's participation from being a breach of the Code.

Dispensations can only be granted in limited circumstances because it would be inappropriate for a Member to apply for a dispensation every time they had a prejudicial interest.

The procedure for granting dispensations is outlined in the following report:

- [Procedure for Granting Dispensations](#)

The Code of Conduct

On accepting office, Councillors are required to sign the statutory Code of Conduct, a set of provisions that guides Councillors towards the standards of behaviour expected of them. All Councillors and Co-opted Members are covered by the Code. The Code covers areas of individual behaviour such as Councillors not abusing their position or not misusing their authority's resources. Under the Code Councillors have a positive obligation to:

- Promote equality by not discriminating unlawfully against any person;
- Treat others with respect;
- Not seek to improperly influence decisions to the advantage or disadvantage of themselves and anyone else;
- Listen to advice from their Monitoring Officers in relation to the legality of decisions;
- Report a breach of the Code of Conduct to the Standards Board if they reasonably believe another Councillor has broken the authority's Code of Conduct;
- Only use the resources of the authority in accordance with its requirements;
- Make sure they don't misuse the authority's resources for political purposes, unless it is part of the functions of either the authority or their elected office.

Councillors have an obligation not to:

- Compromise the impartiality of anyone who works for, or on behalf of, the authority;
- Disclose confidential information without valid consent;
- Prevent anyone getting information they are entitled to;
- Bring their office or authority into disrepute at any time;
- Use their position improperly to the advantage or disadvantage or themselves or anyone else.

Below is a link to the revised Code of Conduct:

- [Members' Code of Conduct](#)

Planning Code of Conduct

The purpose of this Code is to guide the way in which Members and Officers of the Council deal with planning matters and to set the standard of conduct which other parties to the process can expect of them.

The planning system involves making decisions about the use and development of land in the wider public interest. Planning law requires that all planning applications are determined in accordance with the development plan unless material considerations indicate otherwise.

A link to the Planning Code of Conduct can be found below:

- [Planning Code of Conduct](#)

Constitution

The Council's Constitution

Sedgefield Borough Council's Constitution sets out how the Council operates, how decisions are made and the procedures, which are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by the law, while others have been chosen by the Council.

The Constitution is divided into 17 Articles, which set out the basic rules governing the Council's business. More detailed procedures and codes of practice are provided in separate rules and protocols at the end of the document.

What's in the Constitution?

Article 1 sets out the purpose of the Constitution and commits the Council work to accomplish its statement of purpose:

'Working towards a more healthy, prosperous and attractive Borough with strong communities'

Articles 2 to 17 explain the rights of citizens and how the key parts of the Council operate.

These are:

Article 2 Members of the Council

Article 3 Citizens and the Council

Article 4 The Full Council

Article 5 Chairing the Council

Article 6 Overview and Scrutiny Committees

Article 7 The Cabinet

Article 8 Regulatory and Other Committees

Article 9 The Standards Committee

Article 10 The Audit Committee

Article 11 Area Forums

Article 12 Joint Arrangements

Article 13 Council Employees

Article 14 Decision Making

Article 15 Finance, Contracts and Legal Matters

Article 16 Review and Revision of the Constitution

Article 17 Suspension, Interpretation and Publication of the Constitution

A link to the Constitution can be found below:

[SBC Constitution](#)

Parish and Town Councils

Town and Parish Councils are an essential part of the structure of local democracy and have a vital role in acting on behalf of the communities they represent. They:

- Give views, on behalf of the community, on planning applications and other proposals that affect the Parish;
- Undertake projects and schemes that benefit local residents;
- Work in partnership with other bodies to achieve benefits for the parish;
- Alert relevant authorities to problems that arise or work that needs to be undertaken;
- Help the other tiers of local government keep in touch with their local communities.

Town and Parish Councils have a wide range of legal duties and powers, such as the maintenance of community buildings and land and much more.

Within the Sedgefield area there are 6 Town Councils and 7 Parish Councils:

Council	Clerk	Contact
Ferryhill Town Council	Mr J. Corrigan	Town Hall, Ferryhill, County Durham, DL17 8JL. 01740 652157 Jamiecorrigan@lineone.net
Great Aycliffe Town Council	Mr A. Bailey	Council Offices, School Aycliffe Lane, Newton Aycliffe, County Durham, DL5 6QF. 01325 300700 info@great-aycliffe.gov.uk
Sedgefield Town Council	Mrs L. Swinbank	Council Offices, Advice and Information Centre, Front Street, Sedgefield, TS21 3AJ. 01740 621273 Lesley.Swinbank@sedgefield.net

Shildon Town Council	Mr M. Waterson	Civic Offices, Civic Hall Square, Shildon, County Durham, DL4 1AH. 01388 772563 Council@shildon.gov.uk
Spennymoor Town Council	Mrs P. Wilson	Town Hall, Spennymoor, County Durham, DL4 1AH. 01388 772563 townclerk@spennymoortowncouncil.gov.uk
Chilton Town Council	Mr P. Gray	Hutton House, Durham Road, Chilton, Ferryhill, County Durham, DL17 0EX. 01388 721788 townclerk@chiltondurham-tc.gov.uk
Bishop Middleham Parish Council	Mr K. Pritchard	The Forge, Charles Street, Spennymoor, County Durham, DL16 7LG. 01388 420712 Kpritchard785@btinternet.com
Cornforth Parish Council	Mr E. Hurrell	1 St. Cuthberts Way, West Cornforth, Ferryhill, County Durham, DL17 9ND. 01740 654498 ehurrell.t21@btinternet.com
Eldon Parish Council	Mr G. Wilde	Maisonville, Northside, Middridge, Newton Aycliffe, County Durham, DL5 7JF. 01325 310489 geoffwilde2002@yahoo.co.uk
Fishburn Parish Council	Mr J. Irvine	5 Beveridge Close, Fishburn, Stockton-on-Tees, TS21 4HA. 01740 623712 Jirvine256@btinternet.com

Trimdon Parish Council	Mr L. Oliver	Council Offices, C/o Trimdon Junior School, Elwick, Trimdon Village, Trimdon Station, County Durham, TS29 6JU. 01429 880224 les.oliver@onyxnet.co.uk
Windlestone Parish Council	Mrs V. Horner	31 Westwood Avenue, Heighington, County Durham, DL5 6RZ. 01325 311842
Middridge Parish Council	Mr N. Hart	40 Atkinson Gardens, Aycliffe Village, County Durham, DL5 6LH. 01325 321915 Nigel.Hart@stockton.gov.uk
Bradbury Parish Meeting	Mr K. Pallister	Martindale Cottage, Bradbury, Sedgefield, Stockton-on-Tees, TS21 2ET.
Mordon Parish Meeting	Mr R. Stratford	1 The Old Mill, Mordon, County Durham, TS21 2EY 01740 621319

Monitoring Officer Advice Series

Frequent advice notes to Members and Parish and Town Councillors and their clerks are issued on a range of different topics. To view the complete MO Series, click on the link below:

- [Monitoring Officer Advice Series](#)

Training Requirements

Following Reports to Cabinet on 30th January 2006 and Standards Committee on 9th February 2006, please note the following new arrangements affecting Member training on Standards and ethical issues.

Mandatory Requirement To Attend Training Events During 2007: Borough Council Members

Please be advised that, in accordance with best practice, a mandatory requirement has now been put in place for all Borough Council Members to attend at least one qualifying training event during the year. Henceforward details of member attendance/non attendance will be publicly available.

Details of attendances will be reported to the first meeting of the Standards Committee at the beginning of each calendar year.

Qualifying Training Events

Qualifying training events which will satisfy the mandatory requirement will include the following:-

- Training events conducted or organised by the Council's Monitoring Officer: at least three events will be arranged during the year.
- Conferences training and events involving wholly or mainly standards and ethical issues organised as part of the Council's member development programmes or by local government organisations and similar bodies, full details of which have previously been notified to the Council's Monitoring Officer. Examples would include the Standards Board for England, CIPFA, the LGA and NEREO.

Publication Of Report On Member Attendances

The first Standards Committee of every New Year will receive a report from the Council's Monitoring Officer providing details of attendance/non-attendance of Borough Council Members at qualifying training events throughout the previous year.

Members will be reminded bi-annually in June and December of the need to meet the mandatory requirement.

Details Of Training Events

Further information about training events, which have been organised for Members, will appear in reports from time to time to the Council's Standards

Committee; they will be sent to you by e-mail and by written correspondence as well as being posted to the Council's web site.

Parish & Town Council Members

Parish & Town Council Clerks are advised as follows: -

- To implement similar arrangements to the above for their Members and circulate details to their members accordingly.
- To report these changes to their next Parish & Town Council meeting so that all Members are advised of the new training requirements.
- To maintain records of attendances at qualifying training events and to report attendance/non-attendance annually in a single report to their Council meetings as will be the case for Borough Council Members.

Training Events held during 2006

A range of training events have been organised throughout 2006. A one-day training event was held at Ferryhill Leisure Centre on the 4th April 2006. The issues on standards were presented by Mr Peter Keith Lucas of Bevan, Brittan Solicitors. The training was aimed at Members of Local Authorities Standards Committees', Monitoring Officers and their Deputies, Town and Parish clerks and their Members.

The event covered problem areas of the Code of Conduct, complaints and investigations and the pre-hearing process and also provided the opportunity to take part in a local standards mock event.

Three training events reviewing the new ethical framework took place in the autumn, one at the Council Offices and two at selected Town Councils. The event provided members with an update on standards issues, included the showing of the latest Standards Board DVD on local investigations and provided an opportunity to discuss current issues and receive feedback.

Future Training Events

A one-day training event is planned for Wednesday 27th June to be held at the Council Offices and facilitated by Peter Keith Lucas, details to follow.

Further events will take place in the autumn, details to be announced. Contact Laura Starrs, Standards Committee Support Officer, for further details of all planned training events, (see Page 21).

List of Key Websites

- Sedgefield Borough Council: www.sedgefield.gov.uk (Legal Services link then Standards and Ethics link)
- The Standards Board for England: www.standardsboard.co.uk
- Committee on Standards in Public Life: www.public-standards.gov.uk
- Local Government Association: www.lga.gov.uk
- Communities and Local Government: www.communities.gov.uk

Contact Points for Advice/Information/Registration/Forms

- *Monitoring Officer* : -
Dennis Hall: 01388 816166, Ext. 4268 (for advice)
dahall@sedgefield.gov.uk

- *Deputy Monitoring Officer* : -
David Rackstraw: 01388 816166, Ext. 4535 (for advice)
drackstraw@sedgefield.gov.uk

- *Standards Committee Support Officer* :-
Laura Starrs: 01388 816166, Ext. 4243 (for registers and training information)
lstarrs@sedgefield.gov.uk

- *Legal Assistant*: Julie Johnson:
01388 816166, Ext 4683 (for registers)
jujohnson@sedgefield.gov.uk

Postal Address: Sedgefield Borough Council
Council Offices
Spennymoor
County Durham
DL16 6JQ

Tel: 01388 816166
Fax: 01388 817251

Internet link to Standards and Ethics Homepage:

<http://www.sedgefield.gov.uk/ccm/navigation/legal-services/standards---ethics/>

Standards Board for England Publications

- [*How do I Register and Declare Interests and Register Gifts and Hospitality?*](#)
- [*Lobby Groups, Dual-Hatted Members and the Code of Conduct*](#)
- [*Guide to part III of the Local Government Act 2000*](#)
- [*Guidance on Standards Committees*](#)
- [*Local Investigations*](#)

SEDGEFIELD BOROUGH COUNCIL

**MEMBERS' WRITTEN UNDERTAKING TO OBSERVE A CODE OF CONDUCT
ADOPTED UNDER SECTION 51 OF THE LOCAL GOVERNMENT ACT 2000**

Form of Undertaking

I _____ having become a member of Sedgefield
Borough Council, declare that I will duly and faithfully fulfil the requirements of this role
according to the best of my judgement and ability.

I undertake to observe the code as to the conduct, which is expected of members of
the
said Council.

Signed: _____ Date: _____

This undertaking was made and signed before me,

Signed: _____ Date: _____

Proper Officer of the authority *

* ***Section 83(3) of the Local Government Act 1972 provides that the declaration shall be made before either: -***

- (a) two members of the Council to which the declarant is elected, or
 - (aa) an elected mayor of the Council to which the declarant is elected, or
 - (b) the proper officer of the Council, or
 - (c) a Justice of the Peace or Magistrate in the United Kingdom, the Channel Isles of the Isle of Man.
 - (d) a Commissioner appointed to administer oaths in the Supreme Court.
- Section 270(3) of the Act of 1972 defines "proper officer" as a reference to an officer appointed for that purpose by that body or for that are a as the case may be.

LETTER OF CONSENT

DATA PROTECTION ACT 1998

I (*state full name*) _____ being a member of (*state name of Council*) _____ authorise Sedgefield Borough Council to publish details of my interests, as contained in the Register of Interests of my Council, on their internet website facilities:-

Signed: _____

Date: _____

TO: All members of Sedgefield Borough Council; and to All parish and Town Council Members, via Clerks