Register of Interests Policy

1. Purpose of the Policy

This policy sets out how Lytchett Matravers Parish Council ("the Council") will ensure transparency, accountability, and compliance with legal requirements relating to the declaration and registration of interests by Councillors and relevant officers.

The policy supports high standards of conduct and public confidence in local democracy by ensuring that interests which could influence decision-making are properly declared, recorded, and managed.

2. Legislative Framework

This policy is made with regard to the following legislation and guidance:

- Localism Act 2011 (particularly Chapter 7)
- Relevant regulations made under the Localism Act 2011
- The Council's adopted Code of Conduct
- Guidance issued by Dorset Council as the Monitoring Authority

3. Scope of the Policy

This policy applies to:

- All elected and co-opted Members of Lytchett Matravers Parish Council
- The Parish Clerk / Responsible Financial Officer (where relevant and appropriate)

4. Register of Interests

The Council shall maintain a Register of Interests containing the interests of all Members, as required by law.

The Register shall:

- Be maintained by the Parish Clerk
- Be published on the Council's website
- Be available for inspection at the Council office by appointment

5. Disclosable Pecuniary Interests (DPIs)

Members are required by law to register Disclosable Pecuniary Interests (DPIs), as defined in the Localism Act 2011.

DPIs include interests relating to:

- Employment, office, trade, profession or vocation
- Sponsorship
- Contracts with the Council
- Land and property
- Licences
- Corporate tenancies
- Securities

DPIs must be registered for:

- The Member
- The Member's spouse or civil partner
- A person with whom the Member is living as husband or wife, or as if they were civil partners

6. Other Registrable Interests

In addition to DPIs, Members must register other interests as required by the Council's Code of Conduct, which may include:

- Membership of other local authorities or public bodies
- Membership or control of organisations exercising functions of a public nature
- Membership of charities, trusts, or voluntary organisations
- Membership of political parties or campaigning groups
- Any other interest which could reasonably be regarded as affecting the Member's ability to act impartially

7. Registration Requirements

- Members must complete a Register of Interests form within 28 days of:
    - Election or co-option
    - Any change to their interests
- Forms must be returned to the Parish Clerk
- The Clerk shall forward relevant information to Dorset Council where required

8. Declaration of Interests at Meetings

- Members must declare any interest relating to business to be considered at a meeting, in accordance with the Code of Conduct
- Where a Disclosable Pecuniary Interest exists:
    - The Member must not participate in the discussion or vote
    - The Member must withdraw from the meeting unless a dispensation has been granted
- Declarations shall be recorded in the minutes of the meeting

9. Dispensations

- The Council may grant dispensations in accordance with the Localism Act 2011
- Applications for dispensations must be made in writing to the Parish Clerk
- The Clerk shall advise the Council on eligibility and procedure

10. Confidential and Sensitive Interests

- Where publication of an interest could lead to the Member or a connected person being subject to violence or intimidation, an application may be made to Dorset Council for sensitive interest status
- Approved sensitive interests will be recorded but not published

11. Officer Interests

- The Parish Clerk shall declare any personal or financial interests which may conflict with their duties
- Such interests shall be recorded and managed appropriately by the Council

12. Breaches and Complaints

- Alleged breaches of this policy or the Code of Conduct relating to interests shall be referred to Dorset Council's Monitoring Officer
- The Council will cooperate fully with any investigation

13. Training and Awareness

- Members will be encouraged to undertake training on the Code of Conduct and interests
- The Clerk will provide advice and guidance to Members as required

14. Review of the Policy

This policy shall be reviewed:

- At least every four years
- Following any significant change in legislation or guidance

Any amendments must be approved by the Council at a properly convened meeting.

Adopted by Lytchett Matravers Parish Council: 25th February 2026

Minute Reference: 5.3

Next Review Due: March 2029

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