

# **Stonesfield Parish Council**

## **Declaration of Interests Policy**

### **1. Introduction**

Stonesfield Parish Council (“the Council”) is committed to openness, transparency and accountability in the conduct of its business. This policy sets out how councillors and co-opted members must declare interests to ensure compliance with legislation and to maintain public confidence in the Council’s decision-making.

### **2. Legal Framework**

This policy is made with reference to:

- The Localism Act 2011
- The Council’s Code of Conduct
- Relevant guidance issued by the Monitoring Officer of West Oxfordshire District Council

All members are legally required to comply with these requirements.

### **3. Scope**

This policy applies to all elected councillors and co-opted members of Stonesfield Parish Council.

### **4. Types of Interests**

Members must be aware of and declare the following types of interests:

#### a) Disclosable Pecuniary Interests (DPIs)

These include interests relating to employment, sponsorship, contracts, land, licences, corporate tenancies, and securities, as defined in regulations made under the Localism Act 2011.

#### b) Other Registerable Interests

These include memberships of public bodies, charities, or other organisations that may influence a member’s role.

#### c) Non-registerable Interests

These include interests that do not require registration but may reasonably be regarded as affecting a member’s ability to make impartial decisions.

### **5. Register of Interests**

All members must complete and submit a Register of Interests form within 28 days of taking office or co-option. Members are responsible for ensuring their register remains accurate and up to date, and must notify the Clerk of any changes within 28 days.

## **6. Declaration at Meetings**

Members must declare any relevant interest at the start of a meeting or when the interest becomes apparent. The nature of the interest must be clearly stated and recorded in the minutes.

## **7. Participation and Withdrawal**

Where a Disclosable Pecuniary Interest exists, the member must not participate in discussion or vote on the matter and must withdraw from the meeting room unless a dispensation has been granted. For other interests, members should follow the guidance in the Code of Conduct and seek advice from the Clerk or Monitoring Officer if unsure.

## **8. Dispensations**

The Council may grant dispensations in accordance with the Localism Act 2011. Requests must be made in writing to the Clerk and will be considered by the Council or delegated authority as appropriate.

## **9. Breaches**

Failure to declare interests appropriately may constitute a breach of the Code of Conduct and may be referred to the Monitoring Officer for investigation.

## **10. Review**

This policy will be reviewed periodically to ensure it remains compliant with legislation and best practice.

**Adopted:** October 2017

**Reviewed:** 6 May 2026