

**South Lakeland District Council**  
**Standards Committee**  
**Monday, 11 October 2021**  
**Employee Register of Interests and Gifts and Hospitality**

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**Portfolio:** Cllr Philip Dixon – Customer and Locality Services Portfolio Holder  
**Report from:** Monitoring Officer  
**Report Author:** Linda Fisher – Legal, Governance and Democracy Lead Specialist (Monitoring Officer)  
**Wards:** Not applicable  
**Forward Plan:** Not applicable

**Links to Council Plan Priorities:**

Good governance and transparency links to the Council's achievement of its Council Plan priorities and objectives.

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**1.0 Expected Outcome and Measures of Success**

1.1 This report is presented to review the register of interests and gifts and hospitality for employees for the period April 2020/March 2021 and April 2021/March 2022

**2.0 Recommendation**

**2.1 It is recommended that the Committee notes the report and appendices.**

**3.0 Background and Proposals**

3.1 Under the code of conduct for South Lakeland District Council Employees there are requirements to declare any interests and gifts and hospitality as detailed therein. Copies of the Code of Conduct for Employees can be found within the Council's Constitution.

3.2 For employees there is a standard corporate form and offers of hospitality that are declined should also be included in any declarations.

3.3 The Standards Committee has an overview of the Employee Register of interests, gifts and hospitality and is requested to review this on an annual basis. The previous review took place in September 2019, with an update provided to the Committee in April 2021 following a review of gifts and hospitality by Internal Audit.

3.4 The Code of Conduct requires employees to notify the Monitoring Officer of all gifts and hospitality which they have received where the value is £25 or where any gift or hospitality in connection with their duties is declined.

3.5 During the year April 2020 –March 2021 one employee declared a gift/hospitality as detailed in Appendix 1. So far, during the year April 2021/March 2022, one employee

has declared receipt of two instances of gifts/hospitality but these were both respectively beneath the £25 threshold and so do not meet the threshold for recording.

- 3.6 The Code of Conduct also requires employees to register a personal interests in decision-making or working practices. The registration of interests protects the employee by giving early warning of any possible areas of conflict of interest and provides assurance to the public that the employee is acting transparently. Registration of personal interests is only required in areas where there are clear grounds for concern that such an interest could give rise to accusations of partiality in decision making and working practice of the authority. Employees must register, within 28 days of taking up their appointment or of those interests arising, in writing to the Monitoring Officer or the Chief Executive as appropriate, any interest (Financial / Non-Financial) as set out in the Constitution.
- 3.7 During the period April 2020 to March 2021, one officer recorded a declaration of interest, as set out in Appendix 1. From April 2021 to date, one officer has recorded a declaration of interest as set out in Appendix 2.

#### **4.0 Appendices Attached to this Report**

<b>Appendix No.</b>	<b>Name of Appendix</b>
1	Employee Register of Interests, Gifts/Hospitality Log April 2020 – March 2021
2	Employee Register of Interests, Gifts/Hospitality Log April 2021 to date

#### **5.0 Consultation**

- 5.1 All Lead Specialists have been asked to confirm that the register of interests is up to date.

#### **6.0 Alternative Options**

- 6.1 There are no alternative options. This review forms part of the Standards Committee work programme.

#### **7.0 Implications**

##### **Financial, Resources and Procurement**

- 7.1 N/A

##### **Human Resources**

- 7.2 N/A

##### **Legal**

- 7.3 Under the Code of Conduct in the Constitution employees are required to declare appropriate interests and any gifts and hospitality received.

##### **Health and Sustainability Impact Assessment**

- 7.4 Have you completed a Health and Sustainability Impact Assessment? No
- 7.5 If you have not completed an Impact Assessment, please explain your reasons: Not applicable

7.6 Summary of Health and Sustainability Impacts – N/A

		Positive	Neutral	Negative	Unknown
<b>Environment and Health</b>	Greenhouse gases emissions		X		
	Air Quality		X		
	Biodiversity		X		
	Impacts of Climate Change		X		
	Reduced or zero requirement for energy, building space, materials or travel		X		
	Active Travel		X		
<b>Economy and Culture</b>	Inclusive and sustainable development		X		
	Jobs and levels of pay		X		
	Healthier high streets		X		
	Culture, creativity and heritage		X		
<b>Housing and Communities</b>	Standard of housing		X		
	Access to housing		X		
	Crime		X		
	Social connectedness		X		

**Equality and Diversity**

7.7 Have you completed an Equality Impact Analysis? No

7.8 If you have not completed an Impact Analysis, please explain your reasons: Not applicable.

7.9 Summary of Equality and Diversity impacts – not applicable

<b>Please indicate: P = Positive impact; 0 = Neutral; N = Negative; Enter "X"</b>					
<b>Age</b>	P		0	X	N
<b>Disability</b>	P		0	X	N
<b>Gender reassignment (transgender)</b>	P		0	X	N
<b>Marriage &amp; civil partnership</b>	P		0	X	N
<b>Pregnancy &amp; maternity</b>	P		0	X	N
<b>Race/ethnicity</b>	P		0	X	N
<b>Religion or belief</b>	P		0	X	N
<b>Sex/gender</b>	P		0	X	N
<b>Sexual orientation</b>	P		0	X	N

<b>Armed forces families</b>	<b>P</b>		<b>0</b>	<b>X</b>	<b>N</b>	
<b>Rurality</b>	<b>P</b>		<b>0</b>	<b>X</b>	<b>N</b>	
<b>Socio-economic disadvantage</b>	<b>P</b>		<b>0</b>	<b>X</b>	<b>N</b>	

<b>Risk Management</b>	<b>Consequence</b>	<b>Controls required</b>
Register is not maintained or incomplete	Employees at risk of breaching the code of conduct	Regular monitoring of the code and sufficient awareness for employees

### Contact Officers

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### Background Documents Available

None

### Tracking Information

<b>Signed off by</b>	<b>Date sent</b>	<b>Date Signed off</b>
Monitoring Officer	Report Author	Report Author
CMT	n/a	n/a

<b>Circulated to</b>	<b>Date sent</b>
Lead Specialist	N/A
Human Resources Lead Specialist	N/A
Communications Team	N/A
Leader	N/A
Committee Chairman	N/A
Portfolio Holder	N/A
Ward Councillor(s)	N/A
Committee	N/A
Executive (Cabinet)	N/A
Council	N/A