

Registration of Interests - A Quick Guide

Interests can be a bit like buses - one interest can mean that you have to register several things. For example, someone whose spouse is a company director has to register that directorship but they also have to register any of several kinds of relationship between ECC and that company. The aim of this guide is to group those interests together by role.

The three interests that almost everyone has:

Your home

- Register your home in box 4 (land) if you own or rent your home.
- Register your home in box 5 (licence) if you are a lodger.

Party Membership

- Register your political party in box 2 (sponsorship) if the party paid any of your election expenses **AND**
- Register any party membership in box 9 (membership of other bodies).

Do you or your spouse or partner have an employment or paid role?

- Register the name of the person or entity which pays you (eg employer) in box 1 (paid roles).
- Register even if the work is irregular.
- There is no need to register contracts between employer and ECC (unless you are a company director or shareholder).

Are you or your spouse or partner a sole trader?

- Register the name and nature of your business in box 1 (paid roles).
- Register your Spouse/Partner's business in box 1 (paid roles).
- Any business relationships with ECC must be registered:
 - Register any current contracts with ECC in box 3 (contracts).
 - Register any land owned by ECC occupied by the business in box 4 (land).

You or Spouse or Partner are a **PAID** Company Director or partner in a firm?

- Register the name of the Company or firm in box 1
- Any business relationships between company/firm and ECC with ECC must be registered:
 - Register any current contracts with ECC in box 3 (contracts).
 - Register any ECC owned land occupied by the company in box 6 (corporate tenancies).

You are an UNPAID Company Director or UNPAID partner in a firm?

- If ECC appointed you to the role then it must be listed in box 8 (ECC appointments)
- If the company is a charity then you must register the name of the company in box 9 (other roles).
- If the company is neither of the above then you must register it in box 10.
- Any business relationships between company/firm ECC must be registered:
 - Register any current contracts with ECC in box 3.
 - Register any ECC owned land occupied by the company in box 6 (corporate tenancies).

You also need to consider if you need to register any shareholding - see later.

Your spouse or partner is an UNPAID Company Director or partner in a firm?

- If the company has contracts with ECC then you need to register
 - Any current contracts between the company and ECC in box 3 (contracts).
 - Any land owned by ECC which is occupied by the company in box 4 (land).

You also need to consider if they need to register any shareholding - see later.

You or your spouse or partner is PAID as a member of another public authority (eg you or they are eligible to receive an allowance – not just out of pocket expenses).

- Include your role, and those of your spouse/partner in box 1 (paid role) – even if you forego your allowance.
- You **do not** need to register contracts/tenders between the authority and ECC.

Are you are an unpaid Councillor at another council, or unpaid member of another public authority?

- Include the name of the body in box 8 if ECC appointed you to this authority
- Include the name of the body in box 9 if you were not appointed by ECC.

Do you or your spouse or partner own any shares in a company?

If you or your spouse or partner have any shares **at all** in a company, you must:

- Register any current contracts with ECC in box 3.
- Register any ECC land occupied by the Company in box 6.

You also need to register the shareholding itself in box 7 (shareholdings) if:

- **the Company has a place of business in Essex AND**
- **You/partner own 1% of the shares of a particular class of shares or the shares have a nominal value of £25,000.**

Do you receive a pension?

- The fact that you or your spouse or partner receive a pension from a previous employer **does not** need to be registered.
- If you have your own pension fund where you own specific assets then those assets would have to be registered if they were land or registrable shareholdings.

Are you a Member of a Trade Union, Political Party or Pressure Group?

Include this in box 9. If you hold a position of management or control in that body then please mention that as well.