

Part 5

Member and Officer Interests Protocol

[Planning Matters](#)

[Contractual Matters](#)

Member and Officer Interests Protocol

The protocol is intended to supplement the Members' and Officers' Codes of Conduct, and the Local Code for Members and Officers dealing with Planning Matters. It sets out the procedure to be followed in circumstances where a Member of the Council or a relevant officer, namely Chief Executive, Deputy Chief Executive, Head of Service, Officer employed in the Planning and Building Service, the Planning Policy team, or the Property and Asset Management Service or any other Officer who advises on planning matters, has an interest in any planning matter, or has an interest in a contractual matter.

For the purposes of this protocol in relation to a Member of the Council, an interest means an interest as defined in the Members' Code of Conduct; and in relation to an Officer of the Council, an interest means an interest as defined in paragraphs 5.3, 5.4 and 15 of the Officers' Code of Conduct.

Planning Matters:

1. A Member of the Council or an officer (as defined above) who has an interest in any planning matter must immediately inform the Head of Planning & Building Services of that interest, in writing, which includes electronic communication.
2. The Head of Planning and Building Services will report planning applications in which a written notification as set out in 1 above has been received to the appropriate Committee for determination. The report will identify the reason for the report to the Committee as a Member or Officer interest.

Contractual Matters:

1. An Officer who has an interest relating to a contractual matter, a contractor or potential contractor must immediately inform his/her Head of Service, in writing.
2. The Head of Service shall ensure that the Officer with such an interest has no dealings with the matter or the contractor or potential contractor.

A breach of this protocol may result in disciplinary action (officers) or referral to the General Purposes Employment Appeals and Ethics Sub-Committee (Members).