Chelmsford City Council Governance Committee

18 November 2026

Report in Relation to Officer Register of Interests

Report by:
Monitoring Officer

Officer Contact:
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Purpose
To update members concerning the maintenance of the various disclosures and register of interests for officers.

Recommendations
That the Committee notes the report.

Summary of Key Points
This is a routine report to update Members on the maintenance of officer disclosures and the Register of Interests, which forms part of the Council's arrangements for complying with the Code of Conduct. It confirms that all officers required to complete an annual declaration of interests by virtue of their role have done so, with a 100% completion rate achieved.

1. Introduction

1.1. To help improve oversight and increase compliance in relation to the completion of register of interests, annual assurance reports were introduced in 2022. This report focusses on the latest position in relation to ongoing improvements for officer disclosures and declarations which have been dealt with online since 2025.

2. Officer Registers of Interests

2.1. All Council officers are bound by the Officer Code of Conduct. There are two categories of officers. Category 1 officers (which are broadly senior officers or those with procurement responsibilities) who are required to complete various disclosures annually, including any nil returns. Category 2 officers are all other officers, and they are only required to complete a disclosure where there is a need to do so.

2.2. Each year the Human Resources Department promote to both Category 1 and Category 2 employees the need to ensure the various officer disclosures required are made. There is also information available on the intranet, ongoing promotion of the need to keep any changes up to date as well as information provided to any new starters about the requirements.

2.3. Category 1 Officers are required to provide returns in relation to a register of interests, any gifts/hospitality, close personal relationships, outside commitments and any private work undertaken by a council contractor. Similarly, any Category 2 officers must make a disclosure where the need arises.

2.4. For the 2026 annual process, 100% of Category 1 officers have completed the process. Disclosures have also been received from Category 2 officers. Advice is also available to any officers where queries arise as to required disclosures.

2.5. Officer disclosures are not required to be published on the Council's website but some disclosures are reported to Governance Committee (eg gifts and hospitality) and where necessary information is shared with relevant services (e.g. in relation to contracts).

3. Conclusion

3.1. The Council has introduced improved arrangements to ensure required officer disclosures are made and kept up to date.

List of appendices:

None

Background papers:

Officer Code of Conduct

Corporate Implications

Corporate Implication	Response
Legal/Constitutional	It is good practice for updates as to the arrangements that are in place as part of the assurance process which members oversee.
Financial	None
Potential impact on climate change and the environment	None
Contribution toward achieving a net zero carbon position by 2030	None
Personnel	None
Risk Management	The report provides assurance as to how risks are managed within the process for collecting information from officers.
Equality and Diversity	None
Health and Safety	None
Digital	None
Other	None

Consultees:

Manager of HR/OD

Relevant Policies and Strategies:

Officer Code of Conduct