Chelmsford City Council Governance Committee

4 March 2026

Update on Register of Interests for City and Parish tier authorities, including city council officers

Report by:
Monitoring Officer

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Purpose
To update members on the register of interest for City and Parish tier authorities, including city council officers.

Recommendations
1. To note update.

1. Background

1.1. To help improve oversight and increase compliance in relation to the completion of the members register of interest an annual assurance report was introduced in 2022. After the May 2023 elections an online form was introduced for city councillors to complete the register of interests. Councillors are required to submit a new form each term of office and part of the process also includes an annual update to help councillors comply with their obligations to keep the register of interests up to date. City councillors received the annual reminder to update their register of interests in January 2026.

1.2. Parish tier Councils use a form which is completed and usually scanned and submitted electronically to the city council. The potential to extend the online form process to parish tier councils has been explored but this is dependent upon the adoption of the model code and the parish tier council wishing to ask all councillors to resubmit their register of interest forms in advance of the next election cycle. Currently, twin hatted councillors at city and parish tier must complete two separate forms, one online for city and one for parish tier authority. Parish clerks were sent an annual reminder in January 2026 for them to issue to their parish tier councillors.

1.3. The Council introduced online forms for the officer code of conduct in 2025. This process also includes an annual reminder to officers to review their register of interests and update this as necessary. The annual reminder to officers will be due in March and arrangements are being made for this to be sent through staff communications. This helps ensure that the register of interests & declarations for officers is also kept up to date

1.4. Set out below is the position as at the time of writing the report in relation to the completion of register of interest forms for members. These have been RAG (red/amber/green) rated.

2. Table detailing returned forms

Council	Amount of Cllrs (excl Vacancies)	Amount of submitted ROI Forms
Chelmsford City	57	57
Boreham	10	10 (1 vacancy) (complete)
Broomfield	12	12 (1 vacancy) (complete)
Chelmer Village	10	10 (5 vacancies) (complete)
Chelmsford Garden Community Council	13	13 (complete)
Chignal	7	7 (complete)
Danbury	10	10 (2 vacancies) (complete)
East Hanningfield	6	6 (1 vacancy) (complete)
Galleywood	9	9 (complete)
Good Easter	7	7 (complete)
Great & Little Leighs	9	9 (1 vacancy) (complete)
Great Baddow	12	12 (3 vacancies) (complete)
Great Waltham	11	11 (complete)
Highwood	6	6 (1 vacancy) (complete)
Little Baddow	9	9 (complete)
Little Waltham	7	7 (complete)
Margaretting	6	6 (1 vacancy) (complete)
Pleshey	7	7 (complete)

Rettendon	9	9 (complete)
Roxwell	6	6 (1 vacancy) (complete)
Runwell	11	11 (2 vacancies) (complete)
Sandon	6	6 (2 vacancies) (complete)
South Hanningfield	10	10 (2 vacancies) (complete)
South Woodham Ferrers	19	19 (1 vacancy) (complete)
Springfield	13	13 (complete)
Stock	6	5 (3 vacancies) (1 outstanding)
West Hanningfield	7	7 (1 vacancy) (complete)
Woodham Ferrers & Bicknacre	8	7 (1 vacancy) (1 outstanding)
Writtle	14	14 (1 vacancy) (complete)

List of appendices:
Nil

Background papers:
Nil

Corporate Implications

Legal/Constitutional: These are set out in the report.

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: None

Equality and Diversity: None

Health and Safety: None

Digital: None

Other: None

Consultees: None

Relevant Policies and Strategies:
None