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## Chelmsford City Council Governance Committee

**15 January 2025**

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### **Update re Member and Officer Code(s) of Conduct and register of interests**

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**Report by:**  
Monitoring Officer

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**Officer Contact:**  
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#### **Purpose**

To update members in relation to compliance by members and officers with the requirements of the relevant code of conduct in relation to registers of interests and other declarations that are required to be made.

#### **Recommendations**

1. To note the update
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### **1. Member Register of Interest – reminder update**

- 1.1. An email was sent to all city councillors on 16<sup>th</sup> December reminding them of the need to keep their register of interest up to date. This highlighted that the most common reasons for updating being necessary arose from a change in address or employment. The website is updated as any amendments are received.

- 1.2. The need for the new councillor elected on 12<sup>Th</sup> December to complete their register of interest form is dealt with during their induction and is added to the website once completed.

## 2. Officer Register of Interest

2.1 The Council is introducing online forms for the completion of the register of interests and the making of various declarations that officers are required to make under the Officer Code of Conduct.

2.2 The employee code of conduct requires certain officers (Category 1) to make an annual declaration as to the register of interests and various declarations, including nil returns. All other officers (Category 2) provide a register of interests and/or make a declaration where they trigger the need to do so. For example, if a Category 2 officer accepts a gift or hospitality with a value of £50 or over then they make a declaration, but Category 2 officers do not need to declare a nil return.

2.3 The new online form will be live in the New Year for both Category 1 and Category 2 officers to complete the initial process online and to update this in future where the need arises. Any new staff will be made aware of the relevant requirements during induction. In future Category 1 officers will be asked to annually review and update their register of interests form and similarly a reminder will be issued to Category 2 officers. This will help ensure that the register of interests & declarations is kept up to date.

2.4 Once the initial process is complete the code of conduct and the process will be reviewed to see if any improvements/clarifications need to be made to the policy, guidance or process. There will be further updates to Governance Committee, and this will be added to the workplan for 25/26 and for the future accordingly.

## List of Appendices

None

## Background papers: Nil

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## Corporate Implications:

Legal/Constitutional: Both Code(s) of Conduct fall within the remit of the Governance Committee which already monitors compliance with the member code of conduct on a regular basis. Compliance with the requirements of the Officer Code of Conduct will also be reported to committee annually.

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

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Consultees: None

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Relevant Policies and Strategies:

Member and Officer Codes of Conduct

The Council's Whistleblowing Policy and Counter Fraud and Corruption Strategy.

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