



CODE OF CONDUCT AND REGISTER OF MEMBERS' FINANCIAL AND OTHER INTERESTS FORM

FORM 1

You must declare that you have read and understood the combined authority's code of conduct. You must also declare your interests on this form. The interests are recorded in a register. The register of interests is maintained by the Monitoring Officer and will be published on the Combined Authority's website.

Name:Anne Hay.....

Member of.....Combined Authority Overview & scrutiny.....

(Please state which bodies you have been appointed to e.g. Combined Authority, the Audit and Governance Committee or the Overview and Scrutiny Committee or another body of the Combined Authority)

CODE OF CONDUCT

I declare that I will duly and faithfully fulfil the duties of the above appointment according to the best of my judgement and ability.

I have read and understood the Combined Authority's code of conduct adopted by the Authority. I undertake that in performing the functions of those offices, I will observe the Combined Authority's code of conduct.

Name: Anne V Hay_____

Signature: _____ Date: 2/1/20

MEMBERS INTERESTS

PART 1: DISCLOSABLE PECUNIARY INTERESTS

Please complete each section for you and your civil partner, spouse or partner you live with.

Please note: For the purposes of the register, an interest of your spouse or civil partner, which is listed in the national rules, is **your** disclosable pecuniary interest. The Combined Authority's website will not name your partner. It must show all disclosable pecuniary interests and those that relate to your spouse, civil partner as your interests.

Q1 EMPLOYMENT OFFICE TRADE PROFESSION OR VOCATION	
1.1 Are you employed – whether full or part-time? (This does not include a remunerated director – this is dealt with at Question 1.4)	
If NO, please state here and go to Q1.2 No	
If YES please state the name and address of your employer	
Please complete this information for:	
You	



Your Civil Partner, spouse or partner you live with	
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1.2 Are you self-employed or do you run, or are you a partner in a business?

If NO, please state here and go to Q1.3 No _____

If YES, please state the name and address(es) of your business(es)

Please complete this information for:

You	
Your Civil Partner, spouse or partner you live with	

1.3 Do you hold any office, profession or vocation carried on for profit or gain?
(Gain or profit is not defined in the Act but would include anything which results in a benefit having pecuniary value and any activity carried on for gain or profit regardless of whether gain or profit is actually achieved. You do not need to include your membership of Cambridgeshire and Peterborough Combined Authority)

If NO, please state here and go to Q1.4 No _____

If YES, please specify the office, profession or vocation

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	

1.4 Are you a remunerated director of a company? (This means that you receive payment, services, goods or other benefits from the company having a pecuniary value)

If NO, please state here and go to Q2 No _____

If YES, please state the name and address(es) of your company/companies

Does the information provided relate to:

You	
Your Civil Partner, spouse or partner you live with	



Q2 SPONSORSHIP	
2.1 Has any person, or body, made a payment to you for any expenses incurred by you as a member? (This does not include any expenses paid to you by Cambridgeshire and Peterborough Combined Authority to fulfil your role as a member) If NO, please go to Q2.2 If YES, please provide details:	NO <input type="checkbox"/>
2.2 Has any person, or body, made a payment to you for your election expenses? If NO, please go to Question 2.3 If YES, please provide details	NO <input type="checkbox"/>
2.3 Have you received any payment or financial benefit from a trade union? If NO, please go to Q3 If YES, please provide details:	NO <input type="checkbox"/>
Q3 CONTRACTS	
3.1 Do you have any contracts with the Cambridgeshire and Peterborough Combined Authority for goods or services which has not been discharged? (A contract is normally written and includes any agreement or arrangement for the supply of goods or services for this Combined Authority) If NO or NOT KNOWN, please state here and go to Q3.2 No _____ If YES, please provide details of the goods or services provided Does the information provided relate to:	
You	No
Your Civil Partner, spouse or partner you live with	No



- 3.2 Does any body, in which you hold a beneficial interest, have any contracts with the Cambridgeshire and Peterborough Combined Authority for goods or services which has not been discharged? (A contract is normally written and includes any agreement or arrangement for the supply of goods or services for this Combined Authority)

If NO or NOT KNOWN, please state here and go to Q4. No

If YES, please provide details of the goods or services provided

Does the information provided relate to:

You

No

Your Civil Partner,
spouse or partner you
live with

No

Q4 LAND LICENCES AND CORPORATE TENANCIES

- 4.1 Do you hold any beneficial interest in land within the Cambridgeshire and Peterborough Combined Authority's area? (A beneficial interest is one in which you have some proprietary interest in land or buildings, or parts of land or buildings. You should include your home under this heading as owner, lessee or tenant and any land in which you are joint owner, lessee or tenant. You should also include any property from which you receive rent, or of which you are a mortgagee).

If NO, please state here and go to Q4.2

If YES, please give the address or a brief description of the land:

Does the information provided relate to:

You

5 Millfield Close Chatteris Cambs PE16 6SS – family home

Your Civil Partner,
spouse or partner you
live with

5 Millfield Close Chatteris Cambs PE16 6SS – family home

- 4.2 Do you have a licence to occupy land for a month or longer within the Cambridgeshire and Peterborough Combined Authority area? (A licence is a contract granting you the right to occupy land or buildings on a non-exclusive basis. Please include any licence which you have jointly with others)

If NO, please state here and go to Q4.3 No

If YES, please give details of the licence (the address or a brief description of the land)

Does the information provided relate to:

You

Your Civil Partner,
spouse or partner you
live with



- 4.3 Do you have a beneficial interest in any body which is the tenant of land where the Cambridgeshire and Peterborough Combined Authority is the landlord? (Please provide details of any land or buildings where Cambridgeshire and Peterborough Combined Authority is the landlord and the tenant is a body on which you have some proprietary interest for your own benefit e.g. your business. You should give the address or a brief description to identify the tenancy and the body which is the tenant)

If NO, please state here and go to Q5 No _____

If YES, please provide the address(es) or other descriptions(s) of any land interest:

Does the information provided relate to:

You

Your Civil Partner,
spouse or partner you
live with

Q5 SECURITIES

- 5.1 Do you have a beneficial interest in a class of securities of a body that:
(a) has a place of business in the Cambridgeshire and Peterborough Combined Authority's area and
(b) that exceeds the nominal value of £25,000 or 1/100 of the total issued shared capital of that body?

(If you own shares or other form of equity in a company or other body which has a place of business within the Cambridgeshire and Peterborough Combined Authority area, you will need to consider whether the interest is to be included. Identify the nominal value; this is the amount of shares indicated on the certificate; not the market value. If this exceeds £25,000, you need to register the name of the company or body. If this is less than £25,000 but your holding is more than 1% of the total issued share capital, you need to register the name of the company or body)

If NO, please state here and go to the signatory part of this form. No _____

If YES, please provide details:

Does the information provided relate to:

You

Your Civil Partner,
spouse or partner you
live with



PART 2

NON-PECUNIARY (OTHER INTERESTS)

Use this section to declare which are not Disclosable Pecuniary Interests, but which might be affected by Combined Authority business.

You should declare at meetings any interests of a partner or family member which might be affected by business under discussion.

Non-Statutory Disclosable Interests (note – these are not Disclosable pecuniary interests) – please provide details of any other interest you wish to declare but which are not disclosable pecuniary interests. Examples are set out in the guidance note attached to the end of this document.

You	None
Your Civil Partner, spouse or partner you live with	None

Name: Anne V Hay

Signature:  Date: 2/1/20

Please return this form to the Monitoring Officer, Cambridgeshire and Peterborough Combined Authority, Incubator 2, The Boulevard, Alconbury Weald Enterprise Campus, Alconbury Weald, Huntingdon, Cambs PE28 4XA or by email to Sue Hall susan.hall@cambridgeshirepeterborough-ca.gov.uk

Signature of Monitoring Officer: _____ Date: _____



Guidance Notes for the Register of Members' Disclosable Pecuniary Interests and Non Statutory Disclosable Interests (other)

Code of Conduct

Before signing the declaration, please ensure you have read the Combined Authority's code of conduct adopted by the Authority.

Part 1 – Disclosable Pecuniary Interests

These notes provide guidance about the information members should include on the register of disclosable pecuniary interests form. The relevant section of the register is given in bold, followed by the corresponding guidance.

It is a legal requirement that each member must register their disclosable pecuniary interests and those of their partner. (N.B. DCLG guidance suggests that the member may choose to register their partner's interests as if they were their own).

Each individual member must make their own judgement about making a declaration and they should not rely on a direction from an officer, though if in doubt they should seek advice from the Monitoring Officer. If you require any assistance in completing your members interests form, please contact the Monitoring Officer or Emma Powley: emma.powley@cambridgeshirepeterborough-ca.gov.uk for assistance.

All members are required to complete the form within 28 days of the code of conduct having been adopted by the Combined Authority or within 28 days of being elected, re-elected or appointed to the Combined Authority.

Outside of this period, when members have declared a disclosable pecuniary interest at a meeting and that interest was not on their register, they must update their register within 28 days of that meeting. The same rule applies to members making decisions when acting alone.

Failure to register or to declare a "disclosable pecuniary interest" is a criminal offence so is speaking and voting, unless you have a dispensation. This is punishable by a fine of up to £5,000 and/or disqualification as a Combined Authority Member for up to five years.

1. EMPLOYMENT OFFICE TRADE PROFESSION OR VOCATION

- 1.1 You should declare the name of you/your spouse, partner's employer
- 1.2 If you/your spouse partner are self-employed or run your own business you should declare this information
- 1.3 You should declare every type of employment, office, trade, profession or vocation that you/your spouse, partner carry out or should declare for income tax purposes.
- 1.4 You should include the name of any firm of which you/your spouse are a partner, and the name of any company of which you are a remunerated Director. Also, any body which has appointed you, with or without remuneration. You do not need to include your membership and any associated remunerated post to Cambridgeshire and Peterborough Combined Authority.

Note: whilst the declaration required does not included any voluntary or unpaid post please remember that 'gain' could include other rewards e.g. bonus payments or share dividends, expenses payments etc.

2. SPONSORSHIP

Note: this next section only applies to you:



- 2.1 You should include any payment made to you for expenses incurred as a member here. Note: This does not include any payments made to you by Cambridgeshire and Peterborough Combined Authority to fulfil your role.
- 2.2 You should show here the name of any person or body, except the Combined Authority, who has made a payment to you in respect of your election expenses.
(Note: It is likely that if you are a member of a registered political party you will have had your expenses met by your political party or any other organisation and you are advised to check this before completing this section).
- 2.3 You should include any payment made to you by a trade union.

3. CONTRACTS

You should describe all contracts, of which you/ your spouse, partner are aware, which are not fully discharged, and which are:

- 3.1 contracts between the Combined Authority and yourself/ your spouse, partner for the supply of goods, services or works to the Combined Authority or on the Combined Authority's behalf; and
- 3.2 contracts between a firm in which you/ your spouse, partner are a partner, or a company of which you are a Director, or in which you have a beneficial interest (as disclosed in 1.4 above) and the Combined Authority for the supply of goods, services or works to the Combined Authority or on the Combined Authority's behalf.
- You need not say what the financial arrangements are but should say for how long the contract is.

4. LAND LICENCES AND CORPORATE TENANCIES

- 4.1 You should declare any land in the Combined Authority area in which you/your spouse, partner have a beneficial interest (that is, in which you/ your spouse, partner have some proprietary interest for your own benefit). You should give the address or a brief description sufficient to identify it. If you/your spouse, partner live in the Combined Authority area you should declare your home as owner, lessee, or tenant.
You should also declare any property from which you/your spouse, partner receive rent, or of which you are the mortgagee.
- 4.2 You should declare land in the Combined Authority area which you/your spouse, partner have a right either alone or jointly with another to occupy for 28 days or longer, but neither own nor have a tenancy of.
You should declare the address or a brief description to identify it.
- 4.3 You should list any tenancies of property of which you/your spouse, partner are aware where the landlord is the Combined Authority, and the tenant is either a firm in which you/your spouse, partner are a partner or a company of which you/your spouse, partner are a Director or in which you/your spouse, partner have a beneficial interest.

Note: "Land" includes any buildings or parts of buildings.

5 SECURITIES

If you/ your spouse, partner own shares or other form of equity in a company or other body which has a place of business within the Cambridgeshire and Peterborough Combined Authority area, you will need to consider whether the interest is to be registered.
Identify the nominal value; this is the amount of shares indicated on the certificate; not the market value. If this exceeds £25,000, you need to register the name of the company or body.
If this is less than £25,000 but your/your spouse, partner's share is more than 1% of the total issued share capital, you need to register the name of the company or body.



Part 2 – Non-Statutory Disclosable Interests

Non-Statutory Disclosable Interests (note – these are not disclosable pecuniary interests)

You should provide details of any other interests you wish to declare but which are not disclosable pecuniary interests. Examples could include:

- a) membership of, or position of control or management in any body to which you have been appointed by the Combined Authority as its representative;
- b) membership of a body whose principal purposes include the influence of public opinion or policy;
- c) membership of a charitable organisation, a trade union, professional association or a private club;
- d) anything which relates to one of the disclosable pecuniary interests set out in this code, but which affects a family member or other person with whom you have a close association other than your spouse or partner.

This category should not include organisations through which you have a disclosable pecuniary interest. Such organisations should be listed in the appropriate place elsewhere on the register. Please note that the examples listed above are not exhaustive.

Sensitive Information

1. Where you consider that the information relating to any of your/your spouse, partner's personal interests is sensitive information, and your authority's Monitoring Officer agrees, you need not include that information when registering that interest, or as the case may be, a change to that interest.
2. You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under the previous paragraph is no longer sensitive information, notify the Monitoring Officer asking that the information be included in the authority's register of members' interests.
3. "Sensitive information" means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.