

NOTICES FOR COUNCILLORS

1. Fire/Bomb Alerts

In the event of the fire alarm sounding, leave the building immediately, following the fire exit signs. Do not stop to collect personal belongings, do not use the lifts, do not re-enter the building until told to do so.

2. Attendance Record

Please sign the Attendance Record Book, which will be located at the top of the main staircase.

3. Mobile Phones

Please switch off all mobile phones before entering the Council Chamber.

4. Tea/Coffee

Refreshments will be available from 9.30 am.

5. Questions

Questions must be addressed to the Chairman, or to the Leader of the Council or to a Portfolio Holder or to the Chairman of a Committee. Notice in writing of any question must be delivered to the office of the Chief Executive by no later than 1:00 pm on the third working day preceding the Council Meeting i.e. **by not later than 1:00 pm on Monday, 14 March 2016**. All questions and answers will be circulated around the Chamber before the commencement of the meeting. The Chairman will permit the questioner to ask one supplementary question on each question/answer. Only the first 15 questions received by the Director of Democracy, Law and Transformation before the deadline will be dealt with at the Council meeting. Further information on Questions can be found in Paragraph 8 of Section 12 of the Constitution.

NB. Questions for the County Council meeting on 19 May 2016 must reach the Chief Executive by not later than 1:00 pm on Monday, 16 May 2016.

6. Notices of Motion

A Notice of Motion must reach the Chief Executive nine clear days before the relevant Meeting of the Council, i.e. **by not later than midnight on Monday, 7 March 2016**. Further information on Notices of Motion can be found in Paragraph 11 of Section 12 of the Constitution.

NB. Notices of Motion for the County Council meeting on 19 May 2016 must reach the Chief Executive by not later than midnight on Monday, 9 May 2016.

7. Guidance on the use of the microphones

- When speaking, the microphone should be pointing directly at your mouth;
- The optimum distance from which to speak into the microphone is approximately 15 - 40 cms/6 - 16 inches;

- You should speak directly into the microphone (if you turn away the system will not pick up the sound of your voice. Remember, the microphone is there not only to amplify your voice but also to relay sound through the hearing loop system for people with hearing impairment);
- Speak at a consistent volume level;
- Do not hold documents between your mouth and the microphone.

GUIDANCE ON DECLARING DISCLOSABLE PECUNIARY INTERESTS AT MEETINGS - WHAT SHOULD YOU SAY

DEFINITION OF WHAT IS A DISCLOSABLE PECUNIARY INTEREST

A 'Disclosable Pecuniary Interest' is an interest of yourself or your partner, ie your spouse or civil partner, a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners, (but only where you are aware that your partner has the interest) within the following descriptions:

SUBJECT	DESCRIPTION
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from Staffordshire County Council) made or provided within the relevant period in respect of any expenses incurred by you or your partner in connection with you carrying out duties as a member or towards your election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between you or your partner (or a body in which you or your partner has a beneficial interest) and Staffordshire County Council- (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of Staffordshire County Council
Licences	Any licence (alone or jointly with others) to occupy land in the area of Staffordshire County Council for a month or longer
Corporate Tenancies	Any tenancy where (to your knowledge) (a) the landlord is Staffordshire County Council and (b) the tenant is a body in which you or your partner has a beneficial interest
Securities	Any beneficial interest in securities of a body where- (a) that body (to your knowledge) has a place of business or land in the area of Staffordshire County Council; and (b) either- (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which you or your partner has a beneficial interest exceeds one hundredth of the total issued share capital of that class

WHAT SHOULD YOU SAY?

If you also have a Disclosable Pecuniary Interest you must notify the Chairman of that interest and withdraw from the room when the matter is being discussed.

An example of what you should say

"I have a disclosable pecuniary interest in item number..... on the agenda. The interest is I shall leave the room when that matter is being discussed"

DECLARING INTERESTS AT FULL COUNCIL

The Code of Conduct only requires that disclosable pecuniary interests are declared where the matter to which the interest relates is being considered. Some items will be mentioned in the papers for Full Council but are not actually being considered by Full Council. In particular, some items are mentioned in the Leader's Statement as having been dealt with in Cabinet but are not actually mentioned or discussed at full Council. In such circumstances the Monitoring Officer's advice to members is that there is no need to declare an interest unless the particular matter is mentioned or discussed. As a general rule, members only need to declare an interest at full Council in the following circumstances:

- Where a matter is before the Council for a decision and/or
- Where the matter in which the member has an interest is specifically mentioned or discussed at the Council meeting.