

COMMITTEE	Standards Committee
DATE	2 November 2026
TITLE	Declaring and registering interests at meetings
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PURPOSE	For information

Background

1. The Code of Conduct for Members places a duty on members, when attending a meeting, to disclose orally the existence and nature of any personal interest they have in a business under consideration. There is a further duty to register that interest by giving written notice to the Monitoring Officer which must include (a) details of the personal interest, (b) details of the business to which the personal interest relates, and (c) a signature. In Cyngor Gwynedd, when a member declares an interest at a committee meeting, a democratic services officer will provide him/her with a paper form, and collect it at the end of the meeting.

2. Members are now allowed to attend meetings remotely. Distributing forms to those members who attend virtually, and trying to ensure that they are returned has meant considerably more work for the officers. Completing and returning a form (by mail, by hand or by scanning and emailing) is also much more cumbersome for members.

3. The Committee was informed last year of our intention , together with the Democracy and IT Services, to create a process to register interests online, using Microsoft Forms. Once a member has declared an interest the following process is followed:

- An officer sends an email containing a link to the member during the meeting.
- The Member clicks on the link and completes and submits the online form (see Attachment for a test copy of the form)
- Details are recorded on the Council's iGwynedd (MS SharePoint) system for the Register of Interests. This iGwynedd site is under the control of the Monitoring Officer. A PDF version of the form is also generated.
- The Democracy Service receives an email to confirm the form has been submitted.
- The Member receives a confirmation email containing a 'read only' link to a PDF version of the form they have just completed. A mailbox, under the Monitoring Officer's control, will also receive a copy of this email.
- Democracy officers record the interest on the Modern Gov system so that it appears on the member's website page (this is done already)
- Replies are monitored and reminders sent to members who have not completed the form.

4. This process is now in operation and is used for all members, including those present in the meeting room. It is also used for registering any interests declared by officers at a committee meeting.

5. We are also looking at developing a similar process for registering offers of gifts and hospitality for both members and staff.

Recommendation

6. The Committee is requested to accept and note the contents of the report