

## **Declaration of Interest Form**

There is no policy or Town Council resolution for Declaration of Interest Forms (DOI). The current procedure was implemented to ensure members did not neglect to declare an interest. During lockdown it has become evident that the current procedure has caused Members difficulties in completing and returning forms and increased administration work load.

CALC advise:

1. It is Members responsibility to declare an interest at agenda item – Declarations of Interest.
2. It is Members responsibility to declare an interest and confirm the details of the interest at the point of the agenda item to be discussed to allow the minute taker to include Members details to form part of the minutes.
3. A nil DOI form is not required and is not part of the Code.
4. A completed DOI form is not required and is not part of the Code.

It is Recommended that the DOI form as shown below be discontinued and the procedure as advised by CALC be implemented with immediate effect.

