

MEMBER DISPENSATION REQUEST FORM

Name of Councillor	
Nature and description of interest for which dispensation sought:	
<p>Period for which dispensation is sought.</p> <p>Note:</p> <ul style="list-style-type: none"> • This may be for a maximum period of 4 years. • Where a dispensation is sought for a particular meeting, please specify date of meeting. 	
<p>Grounds on which the dispensation is sought:</p> <ul style="list-style-type: none"> • Please refer to grounds set out in the attached guidance. <p>Please provide supporting reasons as to why you consider the dispensation request should be granted.</p> <p>Please state whether you are seeking a dispensation to speak and to vote or to speak</p>	

only on the particular matter.	
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Guidance on Dispensation Requests:

Where you have a Disclosable Pecuniary Interest, you may apply to the Director of Corporate Services and Monitoring Officer for a dispensation to:

- Speak only
- Speak and vote
- At any meeting of Exeter City Council

Such a dispensation may be granted for a maximum period of four years.

A dispensation can be granted to you on the following grounds to enable you to speak and/or vote where you would otherwise have a disclosable pecuniary interest:

1. That so many members of the Council have disclosable pecuniary interests in a matter that it would impede the transaction of the business (i.e. it would otherwise be inquorate).
2. That without the dispensation, the representation of different political groups on the Council would be so upset as to alter the outcome of any vote on the matter.
3. That the Council considers that the dispensation is in the interests of persons living in the Council's area.
4. That without a dispensation no member of the Executive would be able to participate on the matter.
5. That the Monitoring Officer considers that it is otherwise appropriate to grant a dispensation.

Criteria to be used by the Monitoring Officer when determining requests for dispensations:

The following **Criteria** will be considered in determining whether to grant dispensation requests:

1. Whether the nature of the member's interest is such that to allow them to participate would not damage public confidence in the conduct of the Council's business.
2. Whether the interest is common to the member and a significant proportion of the general public; *if this is the case a dispensation is more likely to be granted.*
3. Is the participation by the member justified by his/her particular role or expertise?

4. Is the interest trivial or remote; *if this is the case a dispensation is more likely to be granted.*

A dispensation request must be made to the Director of Corporate Services and Monitoring Officer in writing or by email addressed to Baan Al-Khafaji, Director of Corporate Services and Monitoring Officer, Exeter City Council, bkhafaji@exeter.gov.uk.

Please submit a dispensation request well in advance of the date of the meeting for which the dispensation is sought and in any event, other than in exceptional circumstances, the dispensation request should be submitted not less than 5 clear working days prior to the date of the meeting to which the dispensation request relates.

Bias and Predetermination

There may be circumstances where you do not have a Disclosable Pecuniary Interest but where it would not be appropriate for you to speak and vote on a matter because you may be biased (or perceived to be biased) if you were to do so. For example, speaking and voting on a planning application relating to a close family member or neighbour. A dispensation cannot be granted in such circumstances to enable you to speak and vote. It is extremely unlikely that a dispensation will be granted in respect of a Disclosable Pecuniary Interest where circumstances of bias or predetermination may arise.

For further information please contact the Director of Corporate Services and Monitoring Officer.