

GOVERNANCE AND AUDIT COMMITTEE
29 MARCH 2010

RELATED PARTY TRANSACTIONS
Borough Treasurer/Borough Solicitor

1 PURPOSE OF DECISION

- 1.1 To consider the draft guidance and annual declaration of Related Party Transactions prior to its circulation to all Members.

2 RECOMMENDATIONS

- 2.1 That the Committee comment upon the draft guidance and annual declaration of Related Party Transactions.**

3 ADVICE RECEIVED FROM STATUTORY AND OTHER OFFICERS

Borough Solicitor

- 3.1 The Borough Solicitor is the co-author of this report.

Borough Treasurer

- 3.2 The Borough Treasurer is the co-author of this report.

Equalities Impact Assessment

- 3.3 Not relevant.

Strategic Risk Management Issues

- 3.4 Not relevant.

4 SUPPORTING INFORMATION

- 4.1 The Committee considered this matter at its last meeting and unanimously agreed, in principle, that Members of the Council be required to complete an annual declaration of Related Party Transactions, subject to the form being revised and clarified.

- 4.2 The guidance notes and form of declaration have been reviewed and revised versions are attached at Appendix A. The Committee is asked to comment upon these revised documents.

- 4.3 The intention is to circulate the guidance notes and form of declaration to all Members in early April.

Background Papers

Related party transaction guidance notes and forms of declaration used by Wokingham Reading and Windsor & Maidenhead Councils

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