



## Bridgend County Borough Council Related Party Transactions Guidance Note

### Requirement for Members to declare Related Party Transactions 2023-24

#### Background

1. The Council is required to provide information within its Statutory Annual Accounts of arrangements and/or transactions where Members (and senior officers) **or close members of their families** have a significant influence over organisations that the Council has a relationship with, be that the giving of grant funding, provision of services or an ability to manage the operations and/or financial activities of that organisation; OR that organisation is able to influence or control activities of the Council.
2. **A relationship** with an entity would occur where you or a close member of your family:
  - Has control or joint control over the organisation
  - Has significant influence over the organisation; or
  - Is a member of the key management personnel of the organisation or a parent of the organisation
3. **Close members of the family** of a person are those family members who may be expected to influence, or be influenced by, that person in their dealings with that organisation and include:
  - Your children and spouse or domestic partner
  - Children of your spouse or domestic partner
  - Dependents of you, your spouse or domestic partner
4. **The information disclosed** must be auditable and you must provide written confirmation of whether at any time during the period **1 April 2023 to 31 March 2024**:
  - You and/or a close family member **met any of the circumstances set out at paragraph 2 above; and/or**
  - You and/or a close family member had any financial transactions (excluding salary or work-based expenses paid by the Council) with the Council

#### Examples:

Examples of arrangements which may require disclosure include:

- You own a company or have a major shareholding\* in a company;
- Any close members of your family who own a company or have a major shareholding in a company;
- You or a close member of your family is a member of the senior management of a company/organisation;
- You or a close member of your family hold a position of influence within an organisation;
- You or a close member of your family receive income from the Council that is not based on salary, allowances or expenses;
- You or a close member of the family are a member of the board of trustees of a local charity – either in a personal or professional capacity;
- You or a close member of the family may be an employee of an organisation that receives financial benefits from the Council.

**ANY arrangements with a company you are a Director of or own must be disclosed even if there have been no financial transactions for that company during the year (either with or outside of Bridgend CBC)**

\*No specific limit has been given for what constitutes a major shareholding therefore any such roles must be declared.

#### What you need to do

**ALL Members and Chief Officers** (including all temporary arrangements in place during the year), are required to sign a declaration which discloses any related party relationships held and also identify any transactions that occurred during the financial year from **1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024**.



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**\*\* If you are unsure it is better to disclose it and Finance will assess whether it needs to be included in the Statement of Accounts \*\***

### **Are there any exceptions?**

Yes. Where transactions are common to all individuals, they need not be declared. For example, there is no need to declare payments of **council tax, rent or housing benefit**, which are transactions that would occur regardless of whether the individual was a related party to the authority.

This principle can be applied to cover any payment or benefit which arises under circumstances for which there is a statutory scheme for which the Council has established eligibility criteria e.g.

- planning consents or
- concessionary bus passes

### **Any queries?**

If you feel unable to complete the declaration or have any doubts about any aspect of what is required, please contact:

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