LOUGHTON AND GREAT HOLM PARISH COUNCIL

DISPENSATIONS PROCEDURE POLICY AND GUIDE

Introduction

Parish Councils are responsible for determining requests for a dispensation by a Parish Councillor under Section 33 of Localism Act 2011. This is because they are a "relevant authority" under section 27(6) (d) of this Act.

This guide explains:-

(a) the purpose and effect of dispensations

(b) the procedure for requesting dispensations

(c) the criteria which are applied in determining dispensation requests

(d) the terms of dispensations

Purpose and effect of Dispensations

In certain circumstances Councillors may be granted a dispensation which enables them to take part in Council business where this would otherwise be prohibited because they have a Disclosable Pecuniary Interest.

Provided Councillors act within the terms of their dispensation there is deemed to be no breach of the Code of Conduct or the law.

Section 31(4) of the Localism Act states that dispensations may allow the Councillor:

(a) to participate, or participate further, in any discussion of the matter at the meeting(s); and/or

(b) to participate in any vote, or further vote, taken on the matter at the meeting(s). If a dispensation is granted, the Councillor may remain in the room where the meeting considering the business is being held.

Please note: If a Parish Councillor participates in a meeting where he/she has a Disclosable Pecuniary Interest and he/she does not have a dispensation, they may be committing a criminal offence under s34 Localism Act 2011.

1. Process for making requests

Any Councillor who wishes to apply for a dispensation must apply in writing (email is acceptable) to the proper officer of the Parish Council (ie. the Parish Clerk) as soon as possible before the meeting which the dispensation is required.

A request for dispensation must be made on an individual basis.

Consideration by the Parish Council

Only The Parish Council as a whole body have the authority to grant dispensations during the course of meetings.

Any dispensations will be discussed prior to the applicable agenda item in the relevant Full Council or Committee meeting

The Parish Council may grant a dispensation to a Councillor who has a Disclosable Pecuniary Interest to participate in any discussion of a matter at a meeting and/or to participate in any vote on the matter if they consider that:

(a) so many members of the decision-making body have disclosable pecuniary interests that it would impede the transaction of the business (ie. the meeting would be inquorate); or

(b) the authority considers that the dispensation is in the interests of persons living in the authority's area; or

(c) it is otherwise appropriate to grant a dispensation.

The Parish Council may wish to extend the provisions of the above paragraph to apply in the same way in the case of a "non-disclosable pecuniary interest" or a "non-pecuniary interest", as defined in the Code of Conduct, but this is at the discretion of the Council.

The Parish Council should formally notify the Councillor of their decision and reasons as resolution, prior to the applicable agenda item relating to the dispensation.

Criteria for Determination of Request

In reaching a decision on a request for a dispensation the Parish council will consider:

(a) the nature of the Councillor's prejudicial interest

(b) the need to maintain public confidence in the conduct of the Council's business

(c) the possible outcome of the proposed vote

(d) the need for efficient and effective conduct of the Council's business

(e) any other relevant circumstances.

Terms of Dispensations

Dispensations may be granted:

(a) for one meeting; or

(b) for a period not exceeding 4 years

Disclosure of Decision

Any Councillor who has been granted a dispensation must declare the nature and existence of the dispensation before the commencement of any business to which it relates.

A copy of the dispensation will be kept with the Register of Councillors' Interests

This policy will be reviewed every 3 years, or sooner if required due to changes in legislation, guidance, or circumstances.

Next review due: September 2028

Policy adopted: 15th September 2025 (FC150/25)