

RUNNYMEDE BOROUGH COUNCIL

PROCEDURE FOR THE CONSIDERATION OF
APPLICATIONS FOR DISPENSATIONS

- a) Applications should be made in writing to the Monitoring Officer. The application must reach the Monitoring Officer no later than 9am on the ninth working day before the earliest meeting for which the dispensation is sought. In the absence of the Monitoring Officer the application may be delivered to the Deputy Monitoring Officer and, in the absence of both, to a member of the Legal staff. It is the applicant Member's responsibility to ensure that the application reaches the appropriate person.
- b) The Monitoring Officer will ensure that the application is considered by the Standards and Audit Committee (at a special meeting if need be) before the earliest meeting for which the dispensation is sought.
- c) The application must state the date of the first meeting at which the application is sought, the nature of the prejudicial interest, the ground under the regulations on which the application is made, and for how long the applicant would like the dispensation to last. The applicant should also state any additional supporting detail he or she considers relevant and for this purpose might find it helpful to refer to the current Guidance on Dispensations published by Standards for England.
- d) The Standards and Audit Committee will consider the written application with the advice of the Monitoring Officer or his representative and the applicant will be notified of the outcome as soon as possible. Oral representations will not be considered unless the Committee grants permission to the applicant to clarify or amend anything stated in the written application. Subject to this, the applicant may not be present for the Committee's deliberations.
- e) The decision will be recorded in writing and a copy will be kept with the Register of Members' Interests.

30 September 2009