

DECLARING INTERESTS AT MEETINGS

NB. This guide is not intended to replace the Code of Conduct and should be used in conjunction with it. Any doubts should be raised with the Monitoring Officer at the earliest opportunity prior to the meeting. Please note that different considerations apply to scrutiny committees and this flow-chart does not cover them.

HAVE I GOT A PERSONAL INTEREST?

Does the matter relate to something in my Register of Interests?

Yes

No

Is it a interest arising from membership of, or position of control or management on

- a body to which you were appointed by your Council, or
- another public body?

Does it affect my well being or financial position, or the well being or financial position of a 'relevant person' more than it affects the majority of people in my ward?

No

Yes

No

Yes

Declare personal interest before matter is discussed

Declare personal interest only if and when you speak

There is no interest to declare

Declare personal interest before matter is discussed

WHAT IS A RELEVANT PERSON?

- family member
- close associate
- employer/business of you, your family member or close associate or in which you or they have shares >£25k
- body to which you were appointed by the Council
- body of which you are a member that is charitable, influences public policy or exercises public functions

IS MY PERSONAL INTEREST PREJUDICIAL?

Does my interest relate to

- an allowance, payment or indemnity to members
- any ceremonial honour given to members
- setting council tax or a precept

No

Yes

Does it affect my financial interests, or those of a 'relevant person', or is it a licensing or regulatory matter (eg planning, licensing) relating to me or a 'relevant person'?

It is in the exempt categories and therefore not prejudicial - declare personal interest only

No

Yes

The interest is not prejudicial - declare personal interest only

Would a reasonable member of the public, knowing all the facts, think that this interest is so significant that it would be likely to prejudice my judgement of the public interest?

Yes

No

NB if it is a meeting where the public is allowed to speak, you may also speak but must leave the meeting immediately afterwards

Declare prejudicial interest and leave the meeting

The interest is not prejudicial - declare personal interest only