DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

(Non-Overview and Scrutiny Meetings)

Personal Interest

What matters are being discussed at the meeting?

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Does the business relate to or is it likely to affect to any of your registered interests? These will include: -

- persons who employ you, appointed you or paid your election expenses;
- your business, company ownership, contracts or land; or
- gifts or hospitality received (in the previous three years of this Code)

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Might a decision in relation to that business be reasonably be regarded as affecting, to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected by the decision (or the Authority's area as a whole if there is no electoral ward or division that you represent),

- your well-being or financial position; or
- the well-being or financial position of:
  - a member of your family or any person with whom you have a close association; or
    - any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors;
    - any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000;
  - any body of which you are a member or in a position of general control or management and to which you are appointed or nominated by your authority; or
  - any body exercising functions of a public nature, directed to charitable purposes or whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management?

Yes ↓

YOU HAVE A PERSONAL INTEREST

You must disclose the existence and nature of your personal interests as a member of the meeting (subject to certain exemptions [para 9(2)])

No →

You can participate in the meeting and vote (or remain in the room if not a member of the Committee)

Prejudicial Interest

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Would a member of the public, with knowledge of the relevant facts, reasonably regard your personal interest to be so significant that it is likely to prejudice your judgement of the public interest?

No → **You can participate in the meeting and vote** (or remain in the room if not a member of the Committee)

Yes ↓

- Does the matter affect your financial position or the financial position of any person or body through whom you have a personal interest?
- Does the matter relate to an approval, consent, licence, permission or registration that affects you or any person or body with which you have a personal interest?
- Does the matter <u>not</u> fall within one of the exempt categories of decisions?

No → **You can participate in the meeting and vote** (or remain in the room if not a member of the Committee)

Yes ↓

YOU HAVE A PREJUDICIAL INTEREST

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Are members of the public allowed to make representations to the meeting, give evidence or answer questions about the matter, by statutory right or otherwise?

No → **You must leave the room**

You cannot remain in the public gallery to observe the vote on the matter. You must not seek to improperly influence the decision

Yes ↓

You can attend the meeting for that purpose *[if your parish/town council has adopted that provision]* but IMMEDIATELY after you have finished (or when the meeting decides that you have finished)

→ **You must leave the room**

You cannot remain in the public gallery to observe the vote on the matter. You must not seek to improperly influence the decision