DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

What matters are being discussed at the meeting?

Personal Interest

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

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

or

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 Authority's area affected by the decision)

- 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 must disclose the existence and nature of your personal interests
as a member of the meeting
(subject to exceptional circumstances)

No

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

Prejudicial Interest

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

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

Yes

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

Yes

You can attend the meeting for that purpose (if your parish/town council has adopted that provision) but, once you have finished (or when the meeting decides that you have finished), **you must leave the room immediately**

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