

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

What matters are being discussed at the meeting?

Do any relate to my interests?

a. Does it affect my entries in the Register of Interests?

OR

b. Does it affect the wellbeing or financial position of me, my partner, my relatives or my friends, or my, my partner's, my relatives' or my friends':

- jobs, employers or businesses;
- companies in which I or they are a director or where I or they have a shareholding of more than £5,000 (nominal/face value);
- business partnerships; and
- the following organisations where I or they hold a position of general control or management:
 - other bodies where I or they represent the authority;
 - other public authorities;
 - companies, industrial and provident societies and charitable bodies;
 - bodies whose main purpose is to influence public opinion or policy; and;
 - trade unions or professional associations

More than other people in the authority's area?

NO

YES

Disclose the existence and nature of your interest

You may have a personal interest in the matter

Would a member of the public – if he or she knew all the facts – reasonably think that personal interest was so significant that my decision on the matter would be affected by it?

NO

You can participate in the meeting and vote

YES

You may have a prejudicial interest

Also, withdraw from the meeting by leaving the room or chamber. Do not try to improperly influence the decision

NO

This matter relates to:

- another authority of which I am a member;
- another public authority in which I hold a position of general control or management;
- other bodies where I represent the authority;
- statutory sick pay where I am in receipt of, or are entitled to such pay from my authority; or
- allowances or payments made under sections 173-175 of the Local Government Act 1972 or section 18 of the Local Government and Housing Act 1989

And, considering whether or not it is appropriate I participate in the decision making, do I regard myself as not having a prejudicial interest?

YES

Personal Interest

Prejudicial Interest