

DECLARATIONS OF INTEREST AT MEETINGS

When declaring an interest at a meeting Members are asked to indicate whether their interest in the matter is pecuniary, or if the matter relates to, or affects a pecuniary interest they have, or if it is another type of interest Members are required to identify the nature of the interest and the agenda item to which it relates. In the case of other interests, the member may speak and vote. If it is a pecuniary interest, the member must withdraw from the meeting when it is discussed. If it affects or relates to a pecuniary interest the member has, they have the right to make representations to the meeting as a member of the public but must then withdraw from the meeting.

Members are also requested when appropriate to make any declarations under the Planning Code of Practice on Planning and Judicial matters.

Have you declared the interest in the register of interests as a pecuniary interest? If Yes, you will need to withdraw from the room when it is discussed.

Does the interest directly:

- 1. Affect yours, or your spouse / partner's financial position?
- 2. Relate to the determining of any approval, consent, licence, permission or registration in relation to you or your spouse / partner?
- 3. Relate to a contract you, or your spouse / partner have with the Council
- 4. Affect land you or your spouse / partner own
- 5. Affect a company that you or your partner own, or have a shareholding in

If the answer is "yes" to any of the above, it is likely to be pecuniary.

Please refer to the guidance given on declaring pecuniary interests in the register of interest forms. If you have a pecuniary interest, you will need to inform the meeting and then withdraw from the room when it is discussed. If it has not been previously declared, you will also need to notify the Monitoring Officer within 28 days.

Does the interest indirectly affect or relate to any pecuniary interest you have already declared, or an interest you have identified at 1-5 above?

If yes, you need to inform the meeting. When it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

Is the interest not related to any of the above? If so, it is likely to be another interest. You will need to declare the interest, but may participate in discussion and voting on the item.

Have you made any statements or undertaken any actions that would indicate that you have a closed mind on a matter under discussion? If so, you may be predetermined on the issue; you will need to inform the meeting, and when it is discussed, you will have the right to make representations to the meeting as a member of the public, but must then withdraw from the meeting.

DECLARING INTERESTS FLOWCHART - QUESTIONS TO ASK YOURSELF

What matters are being discussed at the meeting?

Do any relate to an interest I have? Have I declared it as a pecuniary interest? OR В Does it directly affect me, my partner or spouse's financial position, in particular: employment, employers or businesses; Pecuniary Interest companies in which they are a director or where they have a shareholding of more than NO £25,000 face value or more than 1% of nominal share holding; land or leases they own or hold; contracts, licenses, approvals or consents **YES** If you have not already done so, The interest is pecuniary notify the disclose the interest. Monitoring withdraw from the meeting Officer to update by leaving the room. Do not your declaration try to improperly influence of interests the decision Related Pecuniary The interest is related to a Does the matter indirectly affect or relate YES pecuniary interest. Disclose to a pecuniary interest I have declared, or the interest at the meeting. a matter noted at B above? You may make representation as a member of the public, but then withdraw from the room NO The interest is not pecuniary nor affects your pecuniary YES Have I declared the interest as an interests. Disclose the interest other interest on my declaration of at the meeting. You may Other Interest interest form? OR participate in the meeting and vote Does it relate to a matter highlighted at B that impacts upon **YES** my family or a close associate?OR Does it affect an organisation I am involved with or a member of? OR You are unlikely to have Is it a matter I have been, or have No an interest. You do not lobbied on? need to do anything further.