**DECLARATIONS OF INTERESTS - Summary guide only – please seek advice from officers if required**

The table below is intended to give Members very brief guidance on the type of interest and the wording to be used when declaring interests at meetings.

| TYPE OF INTEREST | DESCRIPTION | ACTION TO BE TAKEN |
|---|---|---|
| **Personal** | When it relates to or is likely to affect:<br>• An interest that you must register<br>• An interest not on your register but where the well being[1] or financial position of you or members of your family or people with whom you have a close personal association are likely to be affected, more than it would the inhabitants of the ward or the inhabitants of the authority's area (in other cases)<br><br>An exception is made if your Personal Interest (not prejudicial) arises solely from the membership of or position of control or management of any body, to which you were appointed or nominated by the authority, or of any other body exercising functions of a public nature. In those cases you need only declare your interest if and when you speak. [2] | Disclose the existence and nature of the interest at the commencement of consideration of the matter or as soon as the interest becomes apparent. You may remain and speak and vote unless the interest is also **prejudicial.** |
| **Prejudicial** | Personal Interests will also be prejudicial if <u>all</u> of the following apply:<br>• It does not fall within one of the exempt* categories<br>• The matter affects your financial interests or relates to a licensing or regulatory matter in which you have an interest<br>• A member of the public who knows the relevant facts would reasonably think that your Personal Interest is so significant that it is likely to prejudice your judgement of the public interest<br><br>Examples of a prejudicial interest<br>• An application for grant funding to a body on your register of interests, a contract for services between the authority and that body, or leasing a property to or from a close associate or member of your family. Your financial position can be affected directly or indirectly, favourably or unfavourably, substantially or marginally.<br><br>/continued overleaf | If you have a **Personal & Prejudicial Interest** then:<br>• You must declare it and the nature of it as soon as becomes apparent to you<br>• You should then leave the room *unless members of the public are allowed to make representations, give evidence or answer questions about the matter. If that is the case, then you can attend for that purpose – however you must immediately leave the room once you have finished or when directed by the meeting. You cannot remain to observe even in the public gallery. Please note that committees included in this category have or will soon be adopting specific procedures regarding this right.*<br>In addition you must not seek to improperly influence the decision in which you have a Personal & Prejudicial Interest. |

[1] The term well being can be described as a condition of contentedness and happiness. Anything that could affect your quality of life either positively or negatively is likely to affect your well-being.

[2] Eg you are at Council in a debate about education generally (eg not about the specific school) and you are a Governor you only need to declare an interest if any when you speak. If you do not speak you may vote without declaring an interest.

| TYPE OF INTEREST | DESCRIPTION | ACTION TO BE TAKEN |
|---|---|---|
| | • A planning or licensing application made by you or a body on your register of interests. Also note other licences from the Council would constitute a prejudicial interest: e.g. pet shop, street trading, or approval or permission pursuant to a contractual document such as a lease or contract.<br>• You would have a Personal & Prejudicial Interest in a planning application proposal if a member of your family would be affected by the application to a greater extent than the majority of the ward. You have the Personal Interest and the close tie means that a reasonable member of the public might think that it would prejudice your view. It does not matter whether it actually would or not.<br><br>* Exempt categories: these include<br><br>• Housing: if you hold a tenancy or lease with the authority, as long as the issue under consideration does not relate to your particular tenancy or lease;<br>• School meals or school transport and travelling expenses: if you are a parent or guardian of a child in full-time education or you are a parent governor, unless the issue relates to the particular school your child attends.<br>• Statutory sick pay: if you are receiving this, or are entitled to this<br>• An allowance, payment or indemnity for members | |

Any Member seeking further advice on the declaration of interests should contact the Deputy Director (Legal Services) or the Head of Committee Services and Scrutiny.

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