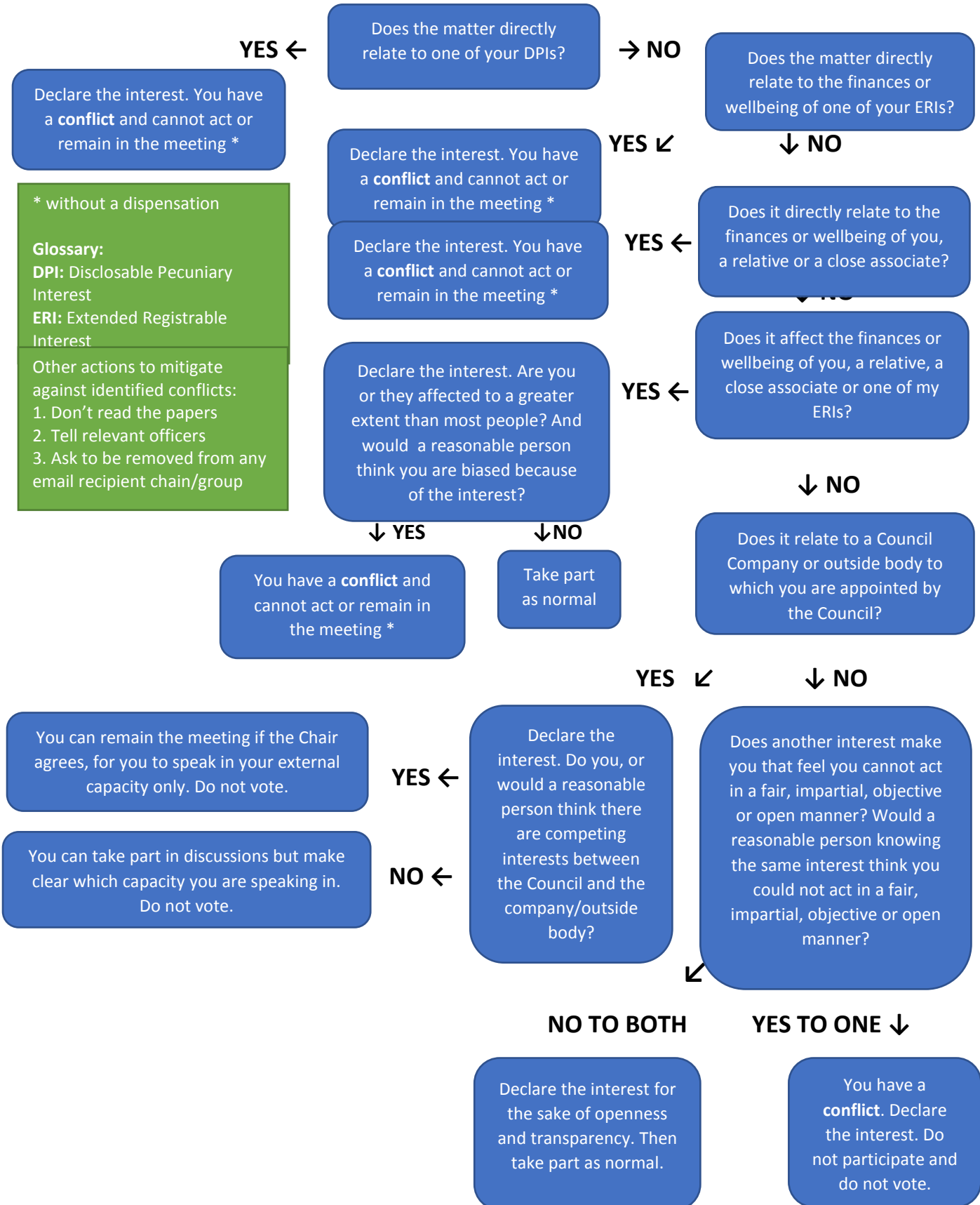


DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START



Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

* without a dispensation

Glossary:
DPI: Disclosable Pecuniary Interest
ERI: Extended Registrable Interest

Other actions to mitigate against identified conflicts:
 1. Don't read the papers
 2. Tell relevant officers
 3. Ask to be removed from any email recipient chain/group

Does the matter directly relate to one of your DPis?

Does the matter directly relate to the finances or wellbeing of one of your ERIs?

Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

Does it directly relate to the finances or wellbeing of you, a relative or a close associate?

Declare the interest. You have a **conflict** and cannot act or remain in the meeting *

Does it affect the finances or wellbeing of you, a relative, a close associate or one of my ERIs?

Declare the interest. Are you or they affected to a greater extent than most people? And would a reasonable person think you are biased because of the interest?

You have a **conflict** and cannot act or remain in the meeting *

Take part as normal

Does it relate to a Council Company or outside body to which you are appointed by the Council?

You can remain the meeting if the Chair agrees, for you to speak in your external capacity only. Do not vote.

You can take part in discussions but make clear which capacity you are speaking in. Do not vote.

Declare the interest. Do you, or would a reasonable person think there are competing interests between the Council and the company/outside body?

Does another interest make you that feel you cannot act in a fair, impartial, objective or open manner? Would a reasonable person knowing the same interest think you could not act in a fair, impartial, objective or open manner?

Declare the interest for the sake of openness and transparency. Then take part as normal.

You have a **conflict**. Declare the interest. Do not participate and do not vote.