DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



START

YFS ←

Does the matter directly relate to one of your DPIs?

 \rightarrow NO

YES 🗹

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

a conflict and cannot act or remain in the meeting *

Declare the interest. You have

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

↑ NO

* without a dispensation

Glossary:

DPI: Disclosable Pecuniary

ERI: Extended Registrable

Declare the interest. You have a conflict and cannot act or

YES ←

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

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

remain in the meeting * 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?

YES ←

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

↑ NO

ERIs?

↑ NO

 YES

You have a conflict and

cannot act or remain in

the meeting *

↑NO

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.

YES ←

YES ∠ **↑** NO

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

NO ←

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, objective or open manner? Would a reasonable person knowing the same interest think you could not act in a fair, objective or open manner?

NO TO BOTH

Z

YES TO ONE ↓

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.