## DECLARING AN INTEREST AND MANAGING ANY CONFLICTS FLOWCHART



## **START**

YES ←

Does the matter directly relate to one of your DPIs?

 $\rightarrow$  NO

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 \*

NO

\* without a dispensation

**Glossary:** 

**DPI:** Disclosable Pecuniary

**ERI:** Extended Registrable Interest

Other actions to mitigate against identified conflicts:

- 1. Don't read the papers
- Tell relevant officers
- 3. Ask to be removed from any email recipient chain/group

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

remain in the meeting \*

YES ∠

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 \*

YES ←

**Т NO** 

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 ERIs?

↑ NO

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

**↓** YES

Take part as normal

 $\Lambda$ NO

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

YES ∠

**↑** NO

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.

YES ←

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, 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?

## **NO TO BOTH**

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.