

Declarations of Disclosable Pecuniary Interests and Other Significant Interests

a) Disclosure at meetings

If you know you have a Disclosable Pecuniary Interest (DPI) or Other Significant Interest (OSI) (*see below for definitions*) in a matter to be considered at a meeting, you must disclose, at the start of the meeting or when the interest becomes apparent, the existence and nature of the interest.

Even if a DPI or OSI has already been registered you must still disclose it at the meeting.

Where you disclose an interest at a meeting which is not entered on the Council's register of interests, or the subject of a pending notification, you must notify the Monitoring Officer in writing of that interest within 28 days from the date of disclosure at the meeting.

b) Participation in Meetings

Where you have a DPI or OSI in a matter to be considered at a meeting you must, unless a dispensation has been granted:

- i) **not** take part in any discussion of the matter;
- ii) **not** take part in any vote on the matter;
- iii) **leave** the meeting room (including the public gallery).

c) Bias and Pre-Determination

You must also be aware of and act within the rules on predetermination and bias. Avoidance of bias or predetermination is a principle of natural justice. Even if you do not have a DPI or OSI you may cause a decision to be invalid if you participate while predetermined or biased.

You should not participate in decisions where you are actually biased or give the appearance of being biased. The test is whether a fair minded and informed observer, having considered the facts, would conclude that there was a possibility that you as the decision maker are biased.

There is a distinction between predetermination, which rules out participation in decision-making and predisposition, which does not. It is acceptable for you as a Member to be predisposed towards a particular policy or viewpoint and that does not

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prevent you from taking part in decision-making. However, if you take a stance which indicates that you have finally closed your mind on a matter and that nothing that you hear at Committee will alter your position then you will have moved on to becoming predetermined and, in that case, you should not participate.

d) Whipping

The Council's constitution also requires any member of the Committee who is subject to a party whip (i.e. agreeing to vote in line with the majority view of a private party group meeting) to declare the existence of the whip.

Definitions

Disclosable Pecuniary Interests - *are those interests set out in Schedule One to the Code of Conduct. You will have a DPI in a matter being considered at a meeting where the DPI is closely aligned to the business of the agenda item and where the interest is:*

- a) *your interest or*
- b) *an interest of your spouse or civil partner or a person with whom you are living as if you were a married couple or civil partners and provided you are aware that the other person has the interest.*

Other Significant Interests – *you will have an OSI where your interest is closely aligned to the business of the Council agenda item and where the business affects the financial position or well being of the following to a greater extent than most inhabitants of the area affected by the decision:*

- i) *you;*
- ii) *a member of your family or friends or any person with whom you have a close association;*
- iii) *any person or body from whom you have accepted or received any gifts or hospitality as specified in Schedule Two to the Code;*
- iv) *any outside body or group specified in Schedule Two to the Code of which you are a member or in a position of general control or management (as relevant).*

And *where a member of the public with knowledge of the relevant facts would reasonably think that your interest is so significant that it would be likely to prejudice your judgement of the public interest.*