

Code of Conduct: Declaring an Interest - Questions to ask yourself

These charts are for illustration only and are not definitive. If in doubt, please consult the Monitoring Officer

Appendix B

STEP 1: Does this Code apply in this case?

Are you:

• conducting Council business or attending a Council meeting?

Yes

- acting in the role of Member?
- acting as a representative of the Council?
- acting as the Council's appointee or nominee on any other body which does not have its own Code of Conduct

No

OR

STEP 2: Do you have a personal interest?

Personal Interests

Does the business relate to, or is it likely to affect:

• your employment or business?

The Code **does** apply.

Continue to Step 2

- your employer, firm or company?
- a person who has made a payment to you in respect of your election or expenses?
- a company in Denbighshire in which you own shares?
- a contract for goods, services or works made between the Council and you, your firm, your company or a company in Denbighshire in which you own shares?
- any land in Denbighshire in which you have a beneficial interest?
- any land where the landlord is the Council and the tenant is your firm, your company or a company in Denbighshire in which you own shares?
- a body to which you have been elected or appointed by the Council?
- any public authority, company, charity, lobby group, trade union or professional association, or a private club, society or association operating in Denbighshire, in which you have membership or hold a position of general control or management?
- any land in Denbighshire in which you have a licence to occupy for 28 days or longer?

Might a member of the public reasonably perceive a conflict between your decision-making role and your Ward member role?

OR

The Code does not apply. No

further action required

Might a decision be reasonably regarded as affecting (to a greater extent than the majority of other inhabitants of the ward):

- your well-being or financial position?
- the well-being or financial position of any person with whom you live or with whom you have a close personal association?
- the employment/business, employer, firm or company of any person with whom you live or with whom you have a close personal association?
- any company in which any person with whom you live or with whom you have a close personal association owns shares?
- any public authority, company, charity, lobby group, trade union or professional association, or a private club, society or association operating in Denbighshire in which any person with whom you live or with whom you have a close personal association holds a position of general control or management?





If **YES**, you have a personal interest

You must:

- (1) disclose your personal interest
- at meetings
- when making written representations, and
- when making oral representations (and you must confirm your interest in writing within 14 days)
- (2) **give written notification** of your personal interest complete the form *(obtainable from Democratic Services)*
- (3) **consider** whether you have a **PREJUDICIAL INTEREST** and go on to Step 3 (overleaf)

IF NO, you do not have a personal interest

If the business is before an Overview & Scrutiny Committee, go to Step 3.

Otherwise, no further action is required.