

## **Declarations of Interest Guidance**

The Code of Conduct sets out three types of Members Interests:

- Disclosable pecuniary interests (DPIs)
- Other registerable interests (ORIs)
- Non-registerable interests (NRIs)

Where a matter arises at a meeting which relates to one of the above interests, members may be required to declare this and follow the necessary procedures. The flowchart overleaf seeks to assist Members in determining the nature of the interest to be declared. Members should also seek the advice of the Council's Monitoring Officer in advance.

When declaring interests at meetings, Members must ensure that they declare/include the following details, which will be recorded within the minutes of the meeting:

1. the agenda item which the interest relates to;
2. the type of interest i.e. DPI, ORI or NRI;
3. the nature of the interest;
4. whether, as a result of the interest, they shall leave the room during consideration of the matter, and
5. where members are declaring an ORI but shall be taking part, confirming that they are bringing an open mind to the meeting.

