

APPENDIX 2

Declaring of Interests and Participation in Meetings

Disclosable Pecuniary Interests

- 1 If you are present at a meeting and you have a Disclosable Pecuniary Interest as set out in Appendix A -
 - (a) you must make a verbal declaration of that interest if an item of business affects or relates to that interest, at or before the item is considered or as soon as the interest becomes apparent;
 - (b) you must not participate in any discussion of the matter at the meeting;
 - (c) you must not vote on the matter;
 - (d) you must leave the room where the meeting is held during any discussion or vote; and
 - (e) if your interest is not already registered and is not the subject of a pending notification, you must notify the Monitoring Officer of the interest within 28 days.

Outside Body Interests

- 2 Where a matter arises at a meeting which relates to an interest in Appendix B -
 - (a) you must declare your interest if
 - (i) you speak on the matter at the meeting; or
 - (ii) your interest is not already on the register of interests; or
 - (iii) you have not notified the Monitoring Officer of it;
 - (b) if the matter significantly affects the financial interests of the body in which you have an interest under Appendix B or relates to a licensing or regulatory matter concerning that body
 - (i) you must declare your interest ;
 - (ii) you must not participate in any discussion of the matter at the meeting (subject to paragraph (iv) below) ;
 - (iii) you must not vote on the matter; and
 - (iv) you may speak on the matter only if members of the public are allowed to speak at the meeting;

- (c) you do not need to declare your interest if paragraph 12(a) and/or 12(b) above do not apply.
- (d) The requirement in paragraph 12(b) above shall not apply where the matter under consideration relates to the setting of the Council Tax, a precept or a special expense.

Family, Friend or Close Associate Interests

3 Where a matter arises at a meeting which relates to or is likely to affect any of the interests listed in Appendix A, but in respect of a member of your family (other than your spouse/partner) or a friend or close associate of yours

- (a) you must declare the interest;
- (b) you must not vote on the matter;
- (c) you may speak on the matter only if members of the public are allowed to speak at the meeting.

Confidentiality

1. You must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
 - 1.1 you have the consent of a person authorised to give it;
 - 1.2 you are required by law to do so;
 - 1.3 the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - 1.4 the disclosure is:
 - (i) reasonable and in the public interest; and
 - (ii) made in good faith and in compliance with the reasonable requirements of the Authority.

2. You must not prevent another person from gaining access to information to which that person is entitled by law.