

## DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF

Breaching those parts in **red** is potentially a criminal offense

### Helpful Reminders for Members

- *Is your register of interests up to date?*
- *In particular have you declared to the Borough Solicitor all disclosable pecuniary interests?*
- *Have you checked the register to ensure that they have been transcribed correctly?*

### When should you declare an interest at a meeting?

- **What matters are being discussed at the meeting?** (including Council, Executive, Committees, Subs, Joint Committees and Joint Subs); or

#### **Does the business to be transacted at the meeting**

- **relate to; or**
- **likely to affect**

**any of your registered interests and in particular any of your Disclosable Pecuniary Interests?**

Disclosable Pecuniary Interests shall include your or interests of :

- your spouse or civil partner's
- a person you are living with as husband/ wife
- a person you are living with as if you were civil partners and you are aware that this other person has the interest

What is a Non-Pecuniary interest? – this is an interest which is not pecuniary (as defined) but is nonetheless so significant that a member of the public with knowledge of the relevant facts, would reasonably regard to be so significant that it would materially impact upon your judgement of the public interest,

What is a disclosable pecuniary interest? – see attached description

*Pecuniary*

*Non-pecuniary*

If the interest is not already in the register you must (unless the interest has been agreed by the Borough Solicitor to be sensitive) disclose the existence and nature of the interest to the meeting

Declare the nature and extent of your interest including enough detail to allow a member of the public to understand it's nature

If the Interest is not entered in the register and is not the subject of a pending notification you must within 28 days notify the Borough Solicitor of the interest for inclusion in the register

Unless you have received dispensation upon previous application from the Borough Solicitor, you must:

- Not participate or participate further in any discussion of the matter at a meeting;
- Not participate in any vote or further vote taken at the meeting; and
- leave the room while the item is being considered/voted upon

If you are an Executive Member you may make arrangements for the matter to be dealt with by another member of the Executive but take no further steps

You may participate and vote in the usual way

## Pecuniary Interests

Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from London Borough of Brent) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. Please note where there is any reference to the word "you/your" this also includes those people such as your spouse or civil partner's, a person you are living with as husband/wife, a person you are living with as if you were civil partners and you are aware that this other person has the interest.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the London Borough of Brent -</p> <ul style="list-style-type: none"><li>(a) under which goods or services are to be provided or works are to be executed; and</li><li>(b) which has not been fully discharged.</li></ul>
Land	Any beneficial interest in land which is within the area of the London Borough of Brent.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the London Borough of Brent for a month or longer.
Corporate tenancies	<p>Any tenancy where (to your knowledge) -</p> <ul style="list-style-type: none"><li>(a) the landlord is the London Borough of Brent; and</li><li>(b) the tenant is a body in which you have a beneficial interest.</li></ul>
Securities	<p>Any beneficial interest in securities of a body where -</p> <ul style="list-style-type: none"><li>(a) that body (to your knowledge) has a place of business or land in the area of the relevant authority; and</li><li>(b) either -<ul style="list-style-type: none"><li>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</li><li>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</li></ul></li></ul>

## IMPORTANT NOTE

Please note where there is any reference to the word "you/your" this also includes those people such as your spouse or civil partner's, a person you are living with as husband/wife, a person you are living with as if you were civil partners and you are aware that this other person has the interest.