

**DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF**

**Helpful Reminders for Members**

- *Is your register of interests up to date?*
- *Have you declared to the Monitoring Officer 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);



**Is the business to be transacted at the meeting**

- **related to;** or
- **or likely to affect your Disclosable Pecuniary Interests?**

Disclosable Pecuniary Interests shall include your interest or interests of :

- your spouse or civil partner
- 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 disclosable pecuniary interest? – see overleaf

*Disclosable  
Pecuniary Interest*

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

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 Monitoring Officer of the interest for inclusion in the register

Unless you have received dispensation upon previous application from the Monitoring Officer , 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

## 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.</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 you have made between you (or a body in which you have a beneficial interest) and the London Borough of Brent -</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
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> <p>(a) the landlord is the London Borough of Brent; and</p> <p>(b) the tenant is a body in which you have a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where –</p> <p>(a) that body (to your knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either -</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(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.</p>

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