

Chinbrook Action Residents Team

Declaration of Interest and Loyalty

Where a member has a clear private or personal interest in a matter under consideration, they must declare that interest and, if necessary, withdraw from the meeting. The interest need not be of a purely financial nature but could include membership of a club or organisation connected with the matter under discussion. Interests can be positive or negative especially where a competitive element is introduced. For example, a member may wish to support a particular course of action because it impacts more favourably on an organisation they are a member of, or impacts favourably on their friends/relatives.

We recognise that most people in the partnership will know the people and organisations under discussion, but if a member has an interest or is ever in any doubt about their interest, the following steps should be taken:

1. The partnership member should declare any/all personal or professional interests that may be on the meeting agenda. This could include if a resident plans to apply for a job or tender for a piece of work; if a member is on the board or volunteers with another organisation being discussed or if someone related to a member is planning to apply for funding or work being discussed.
2. If the partnership feels that the declared interest is valid and is going to be discussed at that meeting, the interest/s should be noted in the minutes and the member should step outside of the room during that part of the discussion.
3. The member who has an interest should take full responsibility to excuse themselves from any discussions or decisions related to that interest and should not attempt to influence the decision in any way during or outside of meetings.

If in doubt, a partnership member should avoid being in any position where suspicion could be raised for any appearance of improper conduct. Where an individual has declared an interest a statement should appear in the notes of the meeting. For example:

XXX declared a financial/non-financial interest in the above item and withdrew from the meeting, taking no part in the discussion or decision.

or

XXX declared non-financial interest in the above item and remained in the room during its consideration, but took no part in the discussion or decision.