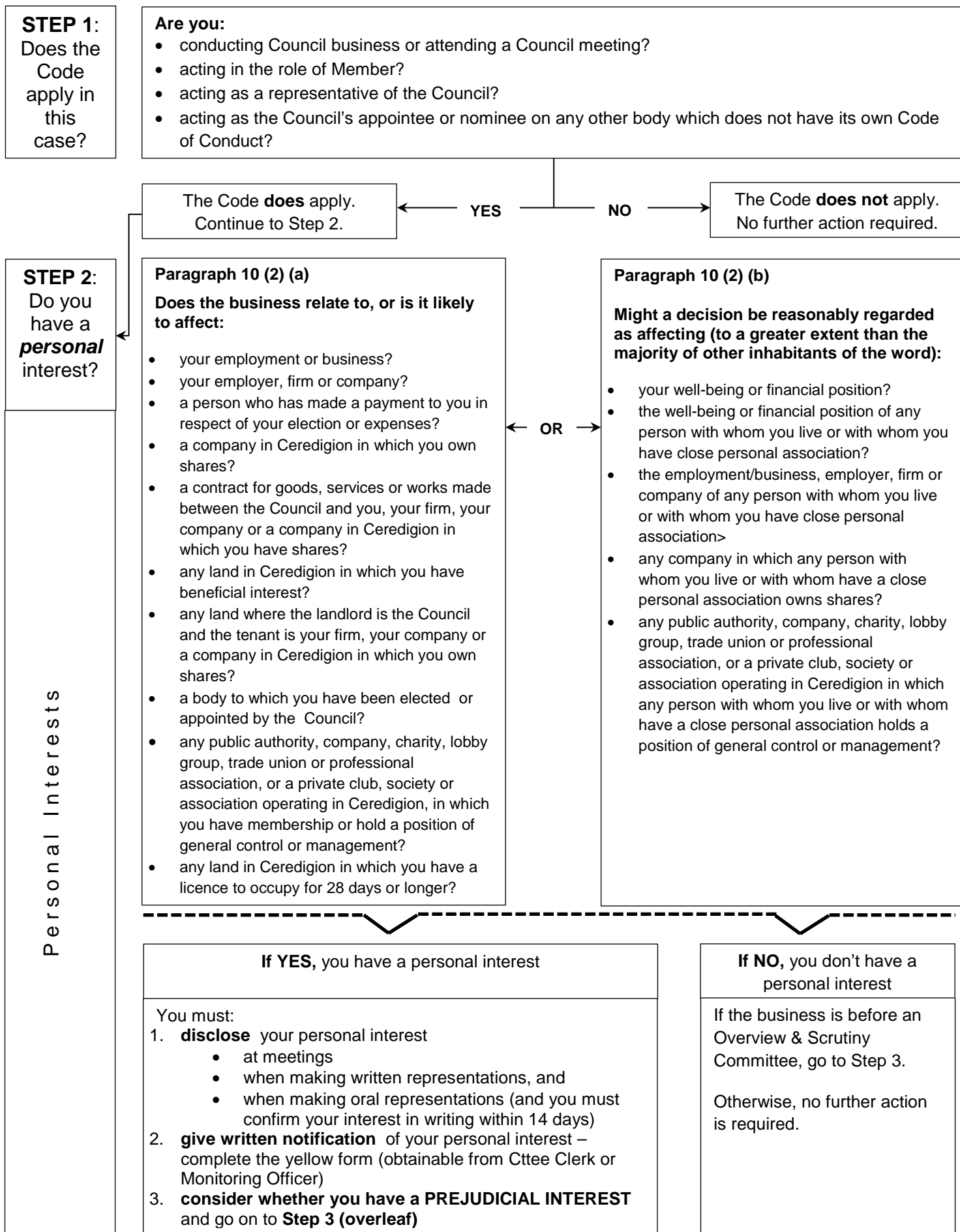


Code of Conduct

DECLARING AN INTEREST- QUESTIONS TO ASK YOURSELF

(These charts are for illustration only and are not definitive)

(If in doubt, consult the Monitoring Officer)



STEP 1:
Does the Code apply in this case?

Are you:

- conducting Council business or attending a Council meeting?
- acting in the role of Member?
- acting as a representative of the Council?
- acting as the Council's appointee or nominee on any other body which does not have its own Code of Conduct?

The Code **does** apply.
Continue to Step 2.

← YES

NO →

The Code **does not** apply.
No further action required.

STEP 2:
Do you have a **personal** interest?

Paragraph 10 (2) (a)
Does the business relate to, or is it likely to affect:

- your employment or business?
- your employer, firm or company?
- a person who has made a payment to you in respect of your election or expenses?
- a company in Ceredigion in which you own shares?
- a contract for goods, services or works made between the Council and you, your firm, your company or a company in Ceredigion in which you have shares?
- any land in Ceredigion in which you have beneficial interest?
- any land where the landlord is the Council and the tenant is your firm, your company or a company in Ceredigion in which you own shares?
- a body to which you have been elected or appointed by the Council?
- any public authority, company, charity, lobby group, trade union or professional association, or a private club, society or association operating in Ceredigion, in which you have membership or hold a position of general control or management?
- any land in Ceredigion in which you have a licence to occupy for 28 days or longer?

← OR →

Paragraph 10 (2) (b)
Might a decision be reasonably regarded as affecting (to a greater extent than the majority of other inhabitants of the ward):

- your well-being or financial position?
- the well-being or financial position of any person with whom you live or with whom you have close personal association?
- the employment/business, employer, firm or company of any person with whom you live or with whom you have close personal association>
- any company in which any person with whom you live or with whom have a close personal association owns shares?
- any public authority, company, charity, lobby group, trade union or professional association, or a private club, society or association operating in Ceredigion in which any person with whom you live or with whom have a close personal association holds a position of general control or management?

Personal Interests

If YES, you have a personal interest

You must:

1. **disclose** your personal interest
 - at meetings
 - when making written representations, and
 - when making oral representations (and you must confirm your interest in writing within 14 days)
2. **give written notification** of your personal interest – complete the yellow form (obtainable from Cttee Clerk or Monitoring Officer)
3. **consider whether you have a PREJUDICIAL INTEREST** and go on to **Step 3 (overleaf)**

If NO, you don't have a personal interest

If the business is before an Overview & Scrutiny Committee, go to Step 3.

Otherwise, no further action is required.

STEP 3:
Do you have a *prejudicial* interest?

Prejudicial Interests

