

**Disclosable Pecuniary Interests**

If the matter being considered relates to, or is likely to affect, an interest which is in your Register of Interests, you must state this. You must not further participate in any vote or discussion at the meeting. It is a criminal offence if you do so.

You should make the declaration of interest at the beginning of the meeting, or as soon as you are aware that you have an interest in the matter being discussed. You are not able to make any presentations but do not have to leave the room. In order to avoid any accusations of taking part in the meeting, it is suggested that you leave the room or at least move to the public area.

If the interest declared has not been entered on to your Register of Interests, you must also notify the Monitoring Officer in writing within the next 28 days following the meeting. If you do not do so, this is also a criminal offence.

**If the issue being discussed is not one defined as a disclosable pecuniary interest, but affects you more, either positively or negatively, than other people in the Group**, or you have a conflict of interest, advice on this should be obtained from the Secretary before participating in the meeting.

**Dangers of Conflicts of Interests**

There are circumstances when possible conflicts of interest could arise that might give rise to any of the following:

- giving the impression that the Group has acted improperly
- impacting negatively on the reputation of the Group or individuals by attracting adverse publicity
- prejudicing effective decision making or inhibiting free discussion

This code of practice is designed to prevent this happening. The most important point to remember is that post holders should always disclose an activity if they are in any doubt whether it represents a conflict of interest

Signed ..... (Chairman)      Date: 25 August 2014

(M Dunn 25 August 2014 & Modified from "Declaration of Interests" & MB of Scotland)

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**Register of Interests Form**

Trustees shall enter in the following Register of Interests any of his or her own or immediate family's interests, current or expired within the past five years, that might be seen as creating a possible conflict of interest with their position within the Group and any pecuniary or business decisions made by the Group.

**Self or immediate family member (name)** .....

**Name of other organisation** .....

**Nature of involvement or interest** .....

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**Current or expired** .....

If you have no interests to declare please circle: **I confirm I have NO interests to declare YES**

**Print Name:** \_\_\_\_\_

Signed: \_\_\_\_\_

Date \_\_\_\_\_