



Grays Town Board

Managing Conflicts of Interest

1. Register of Interests

On appointment to the Town Board, the Board member will be asked to complete a declaration of interests form. This includes declaring relevant interests of their spouse/partner/someone living with them. Other interests (children, other relatives, significant contacts) would be on a case-by-case basis as they rise at meetings. The form is to be completed and returned to the Council. The form will be published on the Grays Town Deal Programme webpage within a month of receipt.

The published Register of Interests will be refreshed annually. Board members are expected to submit a new form each year. It is the responsibility of the member to ensure that their Register of Interests is up to date and accurate; to inform the Council of any in-year changes to interests.

2. Managing the conflicts of interests

There will be an item on the agenda for Board members to declare any interests which they have in any items on the agenda. Declarations made will be recorded and published in the minutes.

Members should declare any interests they have which relate to specific agenda items before any discussion takes place. Ideally, all interests should be declared within the declaration of interests agenda item. However, there will be occasions when a potential interest only arises due to the direction of discussion during an agenda item. In such circumstances, the person should declare their interest at the earliest opportunity.

Should any of the Board Member's interests become relevant to issues being discussed, the following actions will be taken. Participation in the items where they have an interest will be considered in line with the follow guidance:

- Fully participating in discussion of the matter - when the interest is not directly relevant to the issue in question.
- Participating in discussion but not being involved in any decision-making - when there are no financial implications to the relevant Board member's interest.
- Not take part in any discussion or decision-making (e.g. leaving the meeting if it is during a formal meeting). This will usually be the case when there are any financial implications to the relevant Board member.