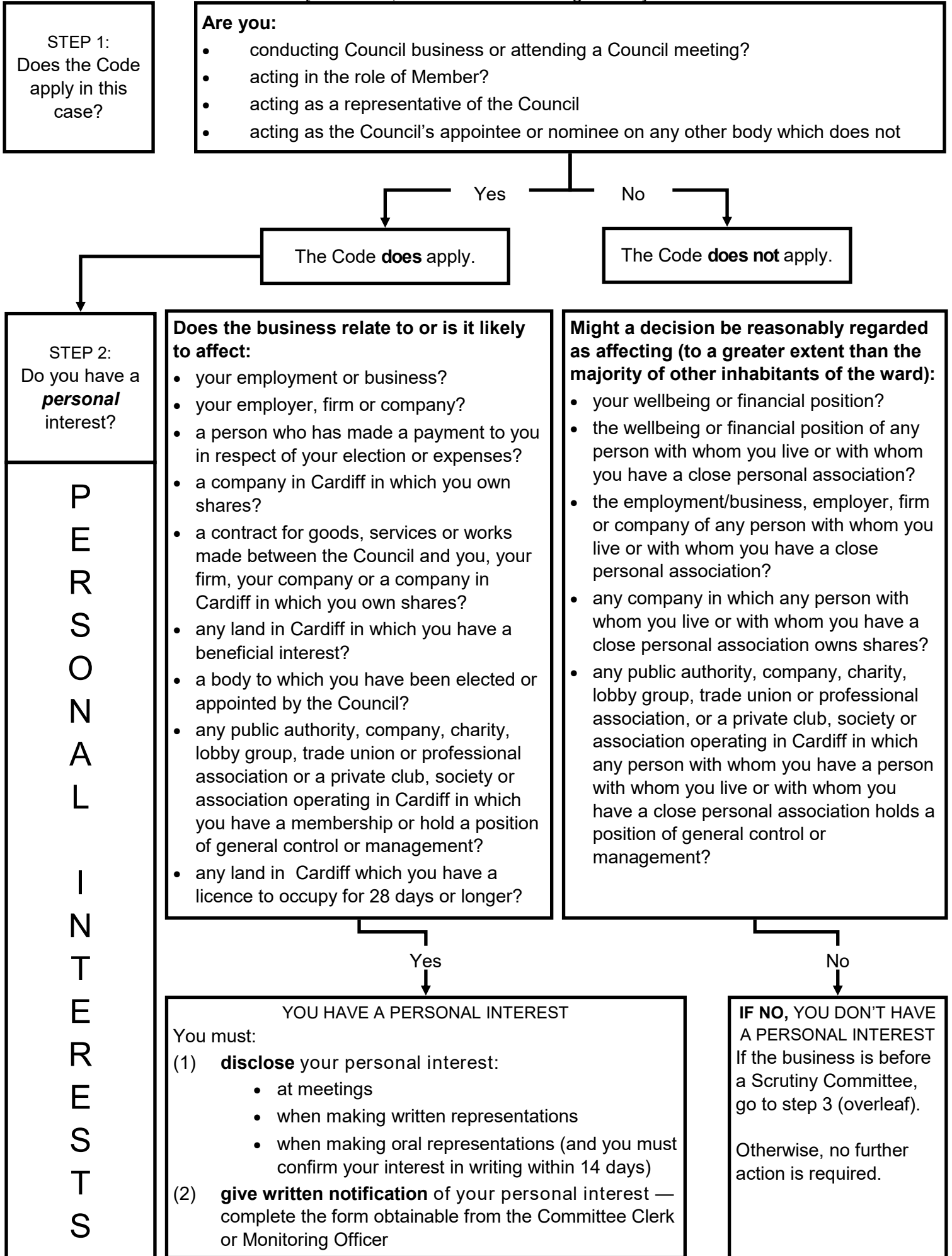


Code of Conduct

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

The Code **does** apply.

The Code **does not** apply.

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

PERSONAL INTERESTS

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 Cardiff 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 Cardiff in which you own shares?
- any land in Cardiff in which you have a beneficial interest?
- 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 Cardiff in which you have a membership or hold a position of general control or management?
- any land in Cardiff which you have a licence to occupy for 28 days or longer?

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

- your wellbeing or financial position?
- the wellbeing or financial position of any person with whom you live or with whom you have a close personal association?
- the employment/business, employer, firm or company of any person with whom you live or with whom you have a close personal association?
- any company in which any person with whom you live or with whom you 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 Cardiff in which any person with whom you have a person with whom you live or with whom you have a close personal association holds a position of general control or management?

YOU HAVE A PERSONAL INTEREST

You must:

- (1) **disclose** your personal interest:
 - at meetings
 - when making written representations
 - 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 form obtainable from the Committee Clerk or Monitoring Officer

IF NO, YOU DON'T HAVE A PERSONAL INTEREST

If the business is before a Scrutiny Committee, go to step 3 (overleaf).

Otherwise, no further action is required.

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