**Flow chart for Declarations of Interest**

Flowchart showing process for identifying a declaration of interest. 

First statement - "Do I have an interest or connection to the item on the agenda of the meeting, either directly, or through a person/body connected to me?"

If no, no action is required, if yes then - "Now consider and apply the following test - Would a member of the public with knowledge of the relevant facts reasonably regard the connection or interest as so significant that it is likely to prejudice my discussion or decision making in my role". 

If no, no action is required. If yes, an interest should be declared. 

Suggested statement - "I have an interest in item XX by virtue of (explain nature of connection) and so I will leave the meeting and take no part in the item."