



1. Do I have a connection to the matter before me?
 - If yes, go to question 2.
 - If no, no action required.
2. Does the Objective Test apply?
 - If yes, please state I have an interest in item X by virtue of (explain nature of connection) and so I will leave the meeting and take no part in the item.
 - If no, go to question 3.
3. Is it appropriate for me to make a transparency statement?
 - If yes, please state I have a connection to item X by virtue of (explain nature of connection) however having applied the Objective Test, I have concluded that I have no interest to declare.
 - If no, no action required.

**What is a connection?**

A connection is any link between the matter being considered and me, a person or a body I am associated with. This could be a family relationship or a social or professional contact.

How to apply an Objective Test

Would a member of the public with knowledge of the relevant facts, reasonably regard the interest as so significant that it is likely to prejudice my discussion or decision making in my role as a Community Councillor?