

SOUTH COPELAND DECLARATION OF INTERESTS PROCEDURE

In this Declaration of Interests Procedure, the term "Member" includes where relevant its Authorised Representative(s) or any nominated substitute in accordance with paragraph 8.7 of the Community Partnership terms of reference.

1. Introduction

- 1.1 Managing actual, potential or perceived conflicts of interest is a key and necessary part of the day-to-day activities of the Community Partnership to ensure that stakeholders have confidence in the siting process set out in the UK¹ Government *Working with Communities Policy* (the "**Siting Process**").
- 1.2 Each individual Member has a personal responsibility to consider whether they have any direct or indirect interest(s) which may have the potential to impact on the integrity, transparency, and openness of the siting process, and to declare any such interests without delay.
- 1.3 Actual, potential, or perceived conflicts of interest could arise in any area of the Community Partnership's activities, for example as a result of RWM entering into commercial arrangements with a third party to support the siting process.
- 1.4 The Nuclear Decommissioning Authority (NDA) Code of Conduct, which has been adopted by RWM, provides that the organisation does not tolerate instances of bribery, corruption or fraud and encourages early consideration of circumstances which may give rise to an actual or potential conflict of interest. RWM is obliged to ensure that the manner in which it implements this Declaration of Interests Procedure reflects the NDA Code of Conduct.
- 1.5 Members are required to declare all direct and indirect interests they may have in the work and decision-making of the Community Partnership and from the siting process, not just those interests that a member may consider give rise to a conflict. Transparency and openness in this area are of crucial importance to ensure that undeclared interests do not undermine the actions and decisions of the Community Partnership and the siting process. The test is not whether the member considers there to be a conflict of interest but whether or not another person would consider that there is a conflict of interest.
- 1.6 Conflicts of interest can lead to decisions and actions that are not in the best interests of the Community Partnership or the Siting Process or are vulnerable to challenge. The purpose of this Procedure is to identify conflicts of interest to enable the Chair to take action to prevent them from affecting decision-making.

2. Requirement

- 2.1 Each member is required to declare any direct or indirect interest they may have in the work and decision-making of the Community Partnership and in the siting

¹ <https://www.gov.uk/government/publications/implementing-geological-disposal-working-with-communities-long-term-management-of-higher-activity-radioactive-waste>
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process. (See “*What is an Interest?*” at paragraph 3 below for examples of interests that should be declared.)

- 2.2 Members must make this declaration at the outset of their appointment to the Community Partnership and as those actual and potential interests change and new interests arise. Declarations of interest will also be an agenda item at meetings of the Community Partnership.
- 2.3 The Chair shall review all declarations of interest and decide whether any declared interests amount to an actual or potential conflict of interest and should prevent a Member from participating in the discussion and/or decisions on a particular agenda item at each meeting and/or receiving papers relating to that item. The minutes of the meeting shall record the declaration of interest and the action taken by the Chair. The decision of the Chair shall be binding.
- 2.4 In the case of declarations of interest by the Chair, such review and decision shall be carried out collectively by all other Members acting by majority vote.
- 2.5 The obligation to declare a direct or indirect interest is an ongoing requirement and Members should declare any interest which arises during their involvement with the Community Partnership and the siting process, either because the Member acquires a new interest or because a particular agenda item or topic for consideration gives rise to a new conflict of interest, whether actual or potential.

3. What is an interest?

- 3.1 An interest can be direct or indirect and can include any interest (whether financial or otherwise) of the Member or of any of the Member’s connected persons. A non-exhaustive list of examples includes:
 - employment, office, trade, profession or vocation carried on for pecuniary benefit;
 - any contract to which the Member is party (or has an interest in the body which is party) connected with the siting process and/or RWM;
 - any interest (or beneficial interest) in land which has the potential to be affected by the siting process;
 - shareholding in any company which has the potential to be affected by the siting process;
 - management or control of any organisation (including charitable bodies) which has the potential to be affected by the siting process, e.g. any organisation which may tender for contracts or be in receipt of grant funding.
- 3.2 A **connected person** is someone with whom the Member has a close personal or financial relationship. This will normally be someone who is part of the Member’s family or household, a close friend or business associate.
- 3.3 It is for each Member to decide who their connected persons may be. The connected persons may change from time to time, but a Member’s “*family*” will usually include the Member’s partner or spouse, someone who shares the same household, the Member’s parents and parents in law, children and their partners (including step-children), siblings (including step siblings and half siblings) and grandparents and grandchildren.
- 3.4 An interest that needs to be declared is, therefore, widely defined, but a Member is not required to declare an interest of which the Member is not aware. For these

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purposes, a Member will be treated as being aware of interests of which they ought reasonably to be aware.

- 3.5 A Member's obligation of confidentiality to a third party does not excuse a failure to declare an interest. Members should avoid giving commitments to confidentiality which might prevent them making required declarations of their interests. Where a commitment to confidentiality has already been entered into, the Member must either secure the third party's agreement to waive the confidentiality and so allow the declaration to be made or make the fullest possible declaration in a way that does not breach the confidentiality.

4. What is a conflict of interest?

- 4.1 A conflict of interest may occur if the Member's, or their connected persons', personal interests (whether financial or otherwise), activities or loyalties, or duties to another organisation could, or could be seen to, compete with their obligations to the Community Partnership or affect their ability to make objective decisions as a member of the Community Partnership. Conflicts of interest are not always obvious and should be judged by considering whether an impartial observer might reasonably question whether the actions of the Member are influenced by considerations of private interest. For this reason, all interests must be declared and the judgment of whether a conflict arises should be left to the Chair.

- 4.2 There are expected to be a number of interests which will be declared by Members in the normal course of the Community Partnership's existence. The declaration of those interests will not necessarily preclude the Member from taking part in the Community Partnership. It is important, nonetheless, that the interests are declared as a matter of good governance and in order that stakeholders can have confidence in the siting process.

- 4.3 For example, employment or membership of an organisation that the Member has been appointed to represent must be declared as an interest. Generally it will not be considered to present any actual, potential or perceived conflict of interest, although there will be some situations where an actual, potential or perceived conflict does arise and the Chair may consider it proper for the Member to absent themselves from the discussion and/or abstain from voting.

5. Procedure

- 5.1 All Members should complete the Declaration of Interests Form included in **Annex 1** to this Declaration of Interests Procedure once every six months and submit this to the Chair and the Secretariat. If there is a change in those interests or new interests arise, the Member should submit a new declaration as soon as possible after they become aware of the relevant change or interest.

- 5.2 In accordance with good practice, the Chair will maintain a register of interests using the form in **Annex 2** to this Declaration of Interests Procedure. The register of interests will be updated regularly as new declarations are made and will be subject to a review at least once per year. In order to deliver on RWM's commitment to transparency, the register of interests will be published (personal details will be redacted).

- 5.3 The Chair shall consider in advance of each meeting whether any declarations made by Members give rise to conflicts of interest for the business of that meeting. If the

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Chair considers that the interest gives rise to an actual, potential, or perceived conflict of interest, the Chair can direct the Member to absent themselves from the discussion and/or abstain from voting and the Member will respect the Chair's decision and the decision shall be minuted. Other actions or guidance may be considered appropriate, for example the Chair might direct that the Member shall not be supplied with relevant papers for the meeting. The Chair could also address a perceived conflict by writing to a third party to clarify the involvement of a particular individual which raises a concern

- 5.4 For any declaration of interest made by the Chair, the other Community Partnership Members shall determine by majority whether any conflict of interest arises and whether to direct the Chair to absent themselves from the discussion and/or abstain from voting and their decision shall be minuted.

6. Declaration

- 6.1 All members of the Community Partnership must make a declaration once every six months or as soon as possible after becoming aware of a relevant change or new interest, using the form in Appendix 1, stating either: "NOTHING TO DECLARE" OR "POINT TO DECLARE" and email this to the Chair and the RWM Community Engagement Manager. The Chair shall make the same declaration and email it to the other Members of the Community Partnership and RWM Community Engagement Manager.

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DECLARATION OF INTERESTS PROCEDURE

ANNEX 1

DECLARATION OF INTEREST FORM

South Copeland Community Partnership
Declaration of Interest Form

Name of Member
Organisation (if applicable)

Interest	Direct Interest / Connected Person & relationship	Comment	Date Interest first declared	Date Interest declaration renewed
<i>Describe the Interest</i>	<i>Is it a direct interest of the member or a connected person (describe relationship with connected person)</i>	<i>Any additional comments</i>	<i>Insert date</i>	<i>Insert all dates declaration renewed</i>

Please delete* as applicable

*I confirm that I have no pecuniary or other personal interest, direct or indirect that may raise a conflict with my responsibilities as a member of the Community Partnership.

or

I confirm that I have the interest(s) detailed in the table above and confirm that I will comply with the instructions of the Chair/Members of the Community Partnership in accordance with the CP TOR and the *GDF Siting Process: Community Partnership, Declaration of interest Procedure.*

Name Carol Chelmyton

Organisation Wynona Woorabur Parish Council

Date 3/3/22

DECLARATION OF INTERESTS PROCEDURE

ANNEX 2

REGISTER OF INTERESTS

South Copeland Community Partnership: Register of Interests

Name of Community Partnership Member	Interest	Direct Interest / Connected Person & relationship	Comment	Date Interest first declared	Date Interest declaration renewed
Insert name of member	Describe the Interest	Is it a direct interest of the member or a connected person (describe relationship with connected person)	Any additional comments	Insert date	Insert all dates declaration renewed