



2. Members are reminded that Committee and Sub-Committee papers, with the exception of those which contain exempt or confidential information, may be recycled. Appropriate containers for this purpose are located in the respective Secretariats.
3.
  - a) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Standing Orders. Those declaring must indicate whether their interest is personal or prejudicial and the reasons for the declaration. Any Member or Officer who declares a prejudicial interest in an item must withdraw from the meeting during discussion and voting upon it, unless a dispensation has been granted.
  - b) Members or Officers requiring clarification on whether to make a declaration of interest are invited to contact Members' Services prior to the meeting.

12Sept05