

The Two-tier Reporting System

As a general guideline, the ICAC recommends that boards and committees which have the following functions and characteristics should consider adopting the two-tier reporting system :-

- (a) high degree of management and financial autonomy;
- (b) extensive executive powers in matters of public interest;
- (c) instrumental in shaping major Government policies;
- (d) award of major Government contracts;
- (e) frequent access to market sensitive information (e.g. land development, fees, charges and other forms of revenue, and licensing procedures);
- (f) control and disbursement of substantial public funds.

This list is not exhaustive and clearly the unique nature of the work of individual boards and committees must be taken into account.

Declaration of Interests at Meetings

- (1) If a member (including the chairman) has any direct personal or pecuniary interest in any matter under consideration by the board or committee, he must, as soon as practicable after he has become aware of it, disclose to the chairman (or the board or committee) prior to the discussion of the item.
- (2) The chairman (or board or committee) shall decide whether the member disclosing an interest may speak or vote on the matter, may remain in the meeting as an observer, or should withdraw from the meeting.
- (3) If the chairman declares an interest in a matter under consideration, the chairmanship may be temporarily taken over by a vice-chairman or another member appointed by all other members present at the meeting.
- (4) When a known direct pecuniary interest exists, the secretary may withhold circulation of relevant papers to the member concerned. Where a member is in receipt of a paper for discussion which he knows presents a direct conflict of interest, he should immediately inform the secretary and return the paper.
- (5) All cases of declaration of interests shall be recorded in the minutes of the meeting.