



**DORSET**

Local Enterprise Partnership

# **Conflict of Interest Policy**

## **January 2018**

**Version Control**

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## Dorset Local Enterprise Partnership: Register of Board Directors' Interest Policy

### 1. Registering and declaring pecuniary and non-pecuniary interests

- 1.1. You must, within 28 days of taking office as a Board Director or co-opted, notify Dorset LEP's Director and Accountable Body's S151 Officer of any disclosable pecuniary interest, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a spouse, or as if you were civil partners.
- 1.2. In addition, you must, within 28 days of taking office, notify your Dorset LEP's Director and Accountable Body's S151 Officer of any non-pecuniary interest which Dorset LEP has decided should be included in the register or which you consider should be included if you are to fulfil your duty to act in conformity with the Seven Principles of Public Life. These non-pecuniary interests will necessarily include your membership of any Trade Union.
- 1.3. Board Director's should review their individual register of interest before each board meeting. If an interest has not been entered onto Dorset LEP's register, then the Board Director must disclose the interest at any meeting of Dorset LEP at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'.
- 1.4. Whenever a matter is to be discussed at a meeting or decision is to be made and a Director has a Conflict of Interest in respect of that matter then he or she must:
  - 1.4.1. remain only for such part of the meeting as in the view of the other Directors is necessary to inform the debate;
  - 1.4.2. not be counted in the quorum for that part of the meeting; and
  - 1.4.3. withdraw during the vote and have no vote on the matter.
- 1.5. Following any disclosure of an interest not on the Dorset LEP register or the subject of pending notification, you must notify Dorset LEP's Director and Accountable Body's S151 Officer of the interest within 28 days beginning with the date of disclosure.
- 1.6. Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest. Additionally, you must observe the restrictions Dorset LEP places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by Dorset LEP.
- 1.7. In line with Dorset LEP's guidance an up-to-date Register of Interests will be published on the Dorset LEP [website](#).

### 2. What is Hospitality?

- 2.1. Dorset LEP defines hospitality as including gifts, entertainments or 'perks' offered or received by reason of or in connection with employment or relations with Dorset LEP. This could include the offer of a meal, tickets to a sporting or professional event, or an individual present, for example a bottle of alcoholic drink.
- 2.2. **What is Allowed?** Normal and proportionate hospitality whether given or received, for example, as part of Dorset's wider commercial, promotional and marketing activities where this is genuinely aimed at building a good business relationship or improving the profile of Dorset LEP.
- 2.3. **When to Declare?** Where it might reasonably exceed £25 in overall value, Dorset LEP Board Members/Dorset LEP sub-group member must declare all hospitality offered by them or to them or received by them, whether or not accepted. The "overall value" is to

be taken as an aggregate of any hospitality offered or received by an individual (or any parties related to them) within a three month period. For example, a business or personal contact buys you lunch every day for a week. The overall value of the hospitality offered is likely to exceed £25. It must therefore be logged. If in doubt about the propriety of hospitality, do not offer or receive it (as the case may be).

## Dorset Local Enterprise Partnership: Register of Board Directors' Interest Form

As a Board Director/ Co-opted Director of Dorset Local Enterprise Partnership (LEP) CIC, I declare that I have the following disclosable pecuniary and/or non-pecuniary interests. **(Please state 'None' where appropriate, do not leave any boxes blank).**

### NOTIFICATION OF CHANGE OF CIRCUMSTANCES

Each Board Member shall review their individual register of interests before each board meeting and decision making committee meeting, submitting any necessary revisions to the LEP and S151/S73 Officer at the start of the meeting.

Even if a meeting has not taken place a Member must, within 28 days of becoming aware of any change to the interests specified below, provide written notification to the LEP and S151/S73 Officer, of that change.

**\*SPOUSE/PARTNER** – In the notice below my spouse or partner means anyone who meets the definition in the [Localism Act](#), i.e. my spouse or civil partner, or a person with whom I am living as a spouse or a person with whom I am living as if we are civil partners, and I am aware that that person has the interest having carried out a reasonable level of investigation. Where your spouse or partner has recently been involved in any activity which would have been declarable, this should be mentioned, with the date the activity ended.

### Forms should be returned to:

Kathryn Hill  
 Dorset Local Enterprise Partnership  
 Poole House  
 Talbot Campus  
 Fern Barrow  
 Poole BH12 5BB

Email: [khill@bournemouth.ac.uk](mailto:khill@bournemouth.ac.uk)

<b>SECTION 1</b>	<b>ANY EMPLOYMENT, OFFICE, TRADE, PROFESSION OR VOCATION CARRIED ON FOR PROFIT OR GAIN</b>	<b>MYSELF</b>	<b>SPOUSE/PARTNER*</b>
<b>1.1</b>	Name of: - your employer(s) - any business carried on by you - any other role in which you receive remuneration (this includes remunerated roles such as councillors)		
<b>1.2</b>	Description of employment or business activity		
<b>1.3</b>	The name of any firm in which you are a partner.		
<b>1.4</b>	The name of any company for which you are a remunerated director.		
<b>SECTION 2</b>	<b>SPONSORSHIP</b>	<b>MYSELF</b>	<b>SPOUSE/PARTNER</b>
<b>2.1</b>	Any financial benefit obtained (other than from Dorset LEP) which is paid as a result of carrying out duties as a Member.  This includes any payment or financial benefit from a Trade Union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992 (a)		
<b>SECTION 3</b>	<b>CONTRACTS</b>	<b>MYSELF</b>	<b>SPOUSE/PARTNER</b>
<b>3.1</b>	Any contract for goods, works or services with Dorset LEP which has not been fully discharged by any organisation named at 1.1.		
<b>3.2</b>	Any contract for goods, works or services entered into by any organisation named at 1.1 where either party is likely to have a commercial interest in the outcome of the business being decided by Dorset LEP in the forthcoming meeting.		
<b>SECTION 4</b>	<b>LAND OR PROPERTY</b>	<b>MYSELF</b>	<b>SPOUSE/PARTNER</b>
<b>4.1</b>	Any interest you or any organisation listed at 1.1 may have in land or property which is likely to be affected by a decision made by Dorset LEP.  This would include, within the area of Dorset LEP:		

	<ul style="list-style-type: none"> <li>o Any beneficial interest in any land in Dorset LEP areas, including your place(s) of residency</li> <li>o Any tenancy where the landlord is Dorset LEP and the tenant is a body in which relevant person has a beneficial interest</li> <li>o Any licence for a month or longer to occupy land owned by Dorset LEP</li> </ul> <p>For property interests, please state the first part of the postcode and the Local Authority where the property resides. If you own/lease more than one property in a single postcode area, please state this.</p>		
<b>SECTION 5</b>	<b>SECURITIES</b>	<b>MYSELF</b>	<b>SPOUSE/PARTNER</b>
<b>5.1</b>	<p>Any interest in securities of an organisation under 1.1 where:-</p> <p>(a) that body (to my knowledge) has a place of business or land in the area of the LEP; and</p> <p>(b) either –</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>		
<b>SECTION 6</b>	<b>GIFTS AND HOSPITALITY</b>	<b>MYSELF</b>	<b>SPOUSE/PARTNER</b>
<b>6.1</b>	Any gifts and/or hospitality received as a result of membership of Dorset LEP (above the value of £50)		



**OTHER INTERESTS**

**Membership of Organisations**

I am a member of, or I am in a position of general control, a trustee of, or participate in the management of:

1. Any body to which I have been appointed or nominated by Dorset LEP:

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2. Any body exercising functions of a public nature (eg school governing body or another LEP):

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3. Any body directed to charitable purposes:

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4. Any body whose principal purpose includes the influence of public opinion or policy (including any political party or trade union):

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5. Any local authority (please state any interests you hold as LA leaders/cabinet members for LA land, resources and the LA's commercial interests):

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6. Any professional bodies, special interest groups or mutual support organisations?

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7. Any other interest which I hold which might reasonably be likely to be perceived as affecting my conduct or influencing my actions in relation to my role.

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**MEMBER'S DECLARATION AND SIGNATURE**

I confirm that having carried out reasonable investigation, the information given above is a true and accurate record of my relevant interests, given in good faith and to the best of my knowledge:

Date	
Board Director's name (Capitals – in full)	
Signature	

**Receipt by LEP**

Date received by Dorset LEP	
Signature of Dorset LEP Director	

**Receipt by S151/S73 Officer**

Date received by Section 151 Officer	
Signature of Section 151 Officer	