

Declaration of Interests Policy

Reference:	CWLEP004
Version:	3
Revised:	May 2022
Approved:	Ian Brooks
Review Date:	September 2023

Introduction

This policy applies to staff and Board Members of the Cheshire and Warrington Local Enterprise Partnership (C&WLEP).

Policy

All LEP representatives have an obligation to act in the best interests of the LEP and in accordance with its governing documents. Conflicts of interest may arise where an individual's personal or family interests and/or loyalties conflict with those of the CWLEP or the group or meeting that employees or Board members are attending.

Such conflicts may create problems which can:

- Inhibit free discussion
- Result in decisions or actions that are not in the best interests of C&WLEP
- Risk the impression that C&WLEP has acted improperly.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

All staff and Board members must, within 28 days of taking office as a member or co-opted member or member of staff, notify the C&WLEP's Chief Executive of any disclosable pecuniary interest where the pecuniary interest is a member of staff, their spouses or civil partners, or is the pecuniary interest of somebody with whom a member of staff is living with as a husband or wife, or as civil partners.

In addition, all staff and Board members must, within 28 days of taking office as a member or co-opted member, notify the C&WLEP's Chief Executive of any disclosable pecuniary, or non-pecuniary interest which the C&WLEP has decided should be included in the register.

If an interest has not been entered onto the LEP's register, then staff and Board members must disclose the interest to any meeting of the C&WLEP 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'*.

Following disclosure of an interest not on the C&WLEP's register or the subject of pending notification, staff and Board members must notify C&WLEP's Chief Executive of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, staff and Board members may not participate in any discussion of, vote on, or discharge any function related to any matter in which they have a

pecuniary interest. Additionally, staff and Board members must observe the restrictions the C&WLEP places on their involvement in matters where they have a pecuniary, or non-pecuniary interest, as defined by the LEP.

A declaration of interests' form is provided for this purpose, listing the types of interest to be declared.

To be effective, the declaration of interests needs to be updated at least annually and when any changes occur.

**A 'sensitive interest' is described in the Localism Act 2011 as a member of co-opted member of an authority having an interest, and the nature of the interest being such that the member or co-opted member, and the authority's monitoring officer, consider that disclosure of the details of the interest could lead to the member or co-opted member, or a person connected with the member or co-opted member, being subject to violence or intimidation.*