



REGISTER OF INTERESTS POLICY

1. Introduction

- 1.1 You are a member of the South East Local Enterprise Partnership (SELEP) and your actions will impact on how the SELEP as a whole is viewed and your actions can have both a positive and negative impact on the SELEP. It is essential that the SELEP can demonstrate the highest standards of probity in all activity. There must therefore be transparency on the part of those who are in a position of authority, power or influence.
- 1.2 As a Member of the SELEP it is your responsibility to comply with the provisions of this Policy.
- 1.3 This Policy applies to all SELEP Members and their nominated representatives.
- 1.4 This Policy also applies to the SELEP Managing Director and the Deputy Managing Director and any members of staff involved in advising Board Members on decisions of the SELEP Boards; this includes, as a minimum, all members of the SELEP Senior Officer Group and the SELEP Directors' Group. As a minimum, all applicable staff should review their interests every six months, or as required by this Policy in relation to new interests pertaining to a meeting or decision.

2. Definitions

- 2.1 In this Policy the following phrases have the following meanings:
 - 2.1.1 **'body controlled by the SELEP'** - means a company or similar organisation where any member of the SELEP owns a majority of the shares or is entitled to nominate a majority of the members or directors or any company owned by such a body.
 - 2.1.2 **'body in which the relevant person has a beneficial interest'** - means a firm in which you or your spouse or partner is a partner or a body corporate of which the relevant person is a director (whether or not remunerated), or in the securities of which you or your spouse or partner have a beneficial interest.
 - 2.1.3 **'Code Interest'** – means those additional interests and relationships set out in 7.2 below, which are not covered by Disclosable Pecuniary Interests, and which the SELEP have determined as being so significant that they should be registered.



- 2.1.4 **‘Disclosable Pecuniary Interest’** - is an interest defined as such by the Localism Act 2011 or regulations made thereunder.

The SELEP is made up of representatives from both local authorities and local businesses. Whilst it is acknowledged that the principles of the Localism Act 2011 do not apply to business partners, the SELEP have adopted those principles relating to disclosable pecuniary interests so that they are applicable to all Members of the SELEP.

- 2.1.5 **‘any member of the SELEP’** – means all local authorities and business partners who make up the membership of the South East Local Enterprise Partnership.

3. Registration of Interests

- 3.1 You are required to register details of your Disclosable Pecuniary Interests and your Code Interests, within 28 days of becoming a Member of the SELEP in the Register of Members’ Interests held by the Secretariat.
- 3.2 You must keep your entry in the register of interests up to date by notifying the SELEP Managing Director of any changes to your interests within 28 days of the change occurring.
- 3.3 You must review your register of interests before each board meeting and decision making committee meeting, submitting any necessary revisions to the SELEP Secretariat and representative of the Accountable Body S151 Officer at the start of the meeting.
- 3.4 A copy of the form required to be completed to register your interests is attached at the end of this Policy and can also be downloaded from the SELEP website here:

<http://www.southeastlep.com/about-us/our-policies>

- 3.5 The SELEP Managing Director will report, on at least a quarterly basis, to the s151 Officer of the Accountable Body, to confirm receipt of a register of interest from each SELEP board member and notification of whether any amendments have been made since the previous report.

4. Publication of the Register of Interests

- 4.1 The Managing Director will arrange for the Register of Interests to be published on the SELEP’s website.



- 4.2 Where the nature of one or more of your interests is such that you and the Managing Director consider that disclosure of details of the interest could lead to you, or a person connected with you, being subject to violence or intimidation then copies of the Register available for inspection and any published version of the Register will not include that specific detail but shall state that you have declared an interest, details of which have been withheld in accordance with this Policy.
- 4.3 You must notify the Managing Director within 28 days of becoming aware of any change of circumstances which means that information excluded from the register under 3.2 is no longer sensitive information.
- 4.4 You must review your entry on the register of interests annually and notify the Managing Director of any changes.

5. Declaration of Interests at Meetings

- 5.1 A meeting means any meeting of the SELEP including Strategic Board, Accountability Board, and meetings held within the Federated Areas.
- 5.2 Where any matter to be considered at a meeting of the SELEP at which you are present which relates to or may have an impact upon a body or matter in which you have a Disclosable Pecuniary Interest or a Code interest, you must disclose the existence and nature of that interest to the meeting.
- 5.3 Where a declaration has been made, you must:
 - 5.3.1 withdraw from the room where the meeting considering the business is being held at the time that item of business is being discussed; and
 - 5.3.2 not participate in any debate or vote on the matter.
- 5.4 When declaring an interest at a meeting you need not disclose the nature of the interest if you and the Managing Director have agreed that it ought not appear on the public register of interests, but you must otherwise comply with the rules about declarations of interest.
- 5.5 Board Members are required to declare an interest on decisions, irrespective of whether or not they are able to attend the meeting at which the decision is to be taken. Where a Board member declares an interest, a substitute member is unable to vote on their behalf.
- 5.6 All declarations of interest made at meetings will be recorded together with any actions undertaken by SELEP as a result of the declaration. This record will form part of the formal minutes of the meeting and which are published on the SELEP website.



6. Disclosure of Interests in Discussions and Correspondence

6.1 If you have an interest in any matter which would require you to declare it at a meeting, and that matter is raised in any discussion or correspondence, whether in person, by telephone or email or otherwise, with any member, employee, contractor or agent of the SELEP you must:

- 6.1.1 make a full disclosure of that interest at the outset of any discussions or correspondence, or as soon as the matter is raised; and
- 6.1.2 not seek improperly to influence a decision about that matter.

7. Interests to be Declared and Registered

7.1 You have a disclosable pecuniary interest if you or your partner has an interest in the following:

- 7.1.1 Any employment, office, trade, profession or vocation carried on for profit or gain;
- 7.1.2 Any payment or provision of any other financial benefit (other than from the SELEP) made or provided within the previous twelve months in respect of any expenses incurred by the member in carrying out duties as a Member, or towards election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992;
- 7.1.3 Any contract for goods, services or works which has not been fully discharged between the relevant person (or a body in which the relevant person has a beneficial interest) and any member of the SELEP;
- 7.1.4 Any beneficial interest in any land in the SELEP's area;
- 7.1.5 Any licence of any land in the SELEP's area (alone or jointly with others) to occupy land for a month or longer;
- 7.1.6 Any tenancy where to the Member's knowledge (a) the landlord is any member of the SELEP and (b) the tenant is a body in which a relevant person has a beneficial interest;
- 7.1.7 Any beneficial interest in securities of a body where:
 - a. that body (to the Member's knowledge) has a place of business or land in the area of the SELEP; and
 - b. either:



- i. the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or
- 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 the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

7.2 Further the SELEP have determined that you will also have an interest, known as a Code Interest, in matters falling within any of the descriptions below:

- 7.2.1 Any contract for goods, services or works which has not been fully discharged between you, your spouse or partner or a body in which the relevant person has a beneficial interest and a body controlled by any member of the SELEP;
- 7.2.2 Any contract with any member of the SELEP which has expired within the last 2 years and which was, when it was in force, a disclosable pecuniary interest.
- 7.2.3 Any tender, bid or quotation submitted within the last 2 years to any member of the SELEP which would, if accepted, have amounted to a disclosable pecuniary interest. Tenders, bids or quotations are not required to be registered until 28 days after the last date for the submission of tenders, bids or quotations.
- 7.2.4 Any body of which you are a member or in which you hold a position of general control or management and to which you have been appointed or nominated by any member of the SELEP;
- 7.2.5 Any other body of which you are a member or in which you hold a position of general control or management -
 - a. which exercises functions of a public nature;
 - b. which is directed to charitable purposes; or
 - c. one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union);
- 7.2.6 Any matter which might reasonably be regarded as affecting the well-being or financial position of:
 - a. yourself;
 - b. a body in which you have a Disclosable Pecuniary Interest or a Code Interest; or
 - c. a friend, relative or close associate;to a greater extent than the majority of other members of the public affected by the decision.



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