



SOUTH EAST LOCAL  
ENTERPRISE PARTNERSHIP

DECLARATION OF INTERESTS FORM FOR BOARD  
MEMBERS and NOMINATED REPRESENTATIVES

DISCLOSURE BY MEMBER OR NOMINATED REPRESENTATIVE

NAME: Cllr Rob Gledhill
ORGANISATION: Thurrock Council
JOB TITLE: Leader

- a) I declare that neither I, nor any members of my immediate family (spouse, spousal equivalent, and dependants), have a relationship or other interests of a personal and/or financial nature which could conflict with my duty to the South East LEP, unless stated below (for example, membership of an external body or the undertaking of outside work, including voluntary or unpaid work, or with anyone who has, or seeks to have, dealings with the South East LEP)
- b) I confirm that no close family member is also a South East LEP representative, or has the ability to exercise significant influence over the South East LEP agenda or activity, unless stated below.
- c) I acknowledge my responsibility as a Board Member/ Nominated Representative to advise the South East LEP Secretariat of any modifications that would be needed with respect to the above statements resulting from changes in my situation or changes in the list of entities, upon which I am advised.

NATURE OF INTEREST: (work related/personal relationship/financial interest etc) LEADER OF THURROCK COUNCIL (FINANCIAL)	
Signed:	Date: 18/11/2016





## **REGISTER OF INTERESTS POLICY FOR BOARD MEMBERS and NOMINATED REPRESENTATIVES**

### **1. INTRODUCTION**

This guidance applies to all South East LEP Board Members and their nominated representatives and their immediate family members (spouse, spousal equivalent, and dependants).

It is essential that the South East LEP can demonstrate the highest standards of probity in all activity, and specifically in relation to its dealings with third parties - much of the South East LEP's business is carried out through contract arrangements with third parties. There must therefore be transparency on the part of those who are in a position of authority, power or influence.

The purpose of this document is to set out the required standards in terms of the conduct expected of Board Members and their nominated representatives regarding their relationships with individuals and external organisations.

All interests of a personal and/or financial nature with external bodies and/or persons who have, or seek to have, dealings with the South East LEP must be formally declared. This is to avoid giving rise to suspicion about the honesty and integrity of the South East LEP or its members, or giving the impression of corruption or improper behaviour.

In addition all interests which could conflict with a Board Members or nominated representatives duty should be formally declared, in order to protect the South East LEP or its Members from allegations or suspicion of impropriety.

Please note criminal sanctions may apply where an abuse of position has occurred as a result of a decision or a contract award or where a Board Member/ nominated representative and/or their immediate family have gained financial advantages due to their position.

- It is up to each individual to complete a declaration form (see Appendix A) and ensure it is provided to the South East LEP Secretariat.
- It is up to the individual member to ensure their entry in the Declaration of Interest Register is kept up to date.

## 2. REQUIREMENTS

In accordance with South East LEP Governance Terms of Reference December 2014, sections 2.2.25 – 2.2.29 (inclusive):

- **ALL members and their nominated representatives must complete a Declaration of Interests form.** Any newly appointed members must complete a form upon appointment.
- Should an issue be discussed by the Board which presents a conflict of interest to a member or Nominated Representative, they shall declare the conflict of interest, regardless of whether s/he has previously declared the interest in the Register of Interests. Such declarations shall be minuted.
- Board Members shall not vote on any issues on which they have declared an interest.
- The LEP Secretariat will request that Board Members and their Nominated Representatives submit an updated form - this must be at least annually.

Members /Nominated Representatives must:

- Formally declare any activity, relationship or other interests (for example, membership of an external body, or the undertaking of outside work, including voluntary or unpaid work) of a personal and/or financial nature which could conflict with their membership of South East LEP; and
- Keep relationships with other Members, partners, contractors, potential contractors or service users on a professional basis and avoid conflicts of interest and damage to the South East LEP's reputation or services: if such relationships exist or develop they must be formally declared.

Members /Nominated Representatives must not:

- Maintain outside interests which conflict with their representation on the South East LEP or might reasonably be thought to do so;
- Misuse their official position, or information acquired in the course of their activity, to further private interests, or the interests of others, or take advantage of others;
- Seek to influence or participate in any decision/ activity involving external contractors or use/delivery of their services where they or anyone with whom they have a close personal relationship would benefit from that decision or activity; and
- Make use of any material (contacts, premises, equipment and so on) to which they have access by virtue of their position as a South East LEP Board Member, in a direct way to benefit their outside interests.

## 3. GOVERNANCE and TERMS OF REFERENCE

For information the SELEP Terms of Reference December 2014 state:

### Conflicts of interest

2.2.25. The Board shall ensure that all conflicts of interest are fully disclosed.

- 2.2.26. The Secretariat shall maintain a Register of Board Members' Interests. This shall include all company directorships, trusteeships, elected offices, remunerated posts and other relevant interests. The Register of Board Members' Interests shall be made available to any interested party at any time. Board members shall supply information to the Secretariat for inclusion in the register, or a nil return, on joining the Board, in response to any request for an update and on becoming aware of any new interest. The secretariat will circulate a request for information about interests annually.
- 2.2.27. Should a Board Member's interests change, s/he shall inform the Secretariat at the earliest opportunity.
- 2.2.28. Should an issue be discussed by the Board which presents a conflict of interest to a Board member, the Board Member shall declare the conflict of interest, regardless of whether s/he has previously declared the interest in the Register of Board Members' Interests. Such declarations shall be minuted. A Conflict of Interest may pertain to the interest of a partner, family member, close friend or organisation associated with a Board member. For example if a partner, family member or close friend may be affected by a decision (to a greater extent than the majority of Council tax payers in the area will be affected) then the member should declare an interest and abstain from discussion and may be asked to withdraw at the Chairman's discretion. If the member is associated with an organisation (other than a local authority) as employee, director, contractor, trustee, member or shareholder and that organisation may be particularly affected by a decision then that board member should withdraw from any discussion and may not vote on the matter.
- 2.2.29. Board Members shall not vote or participate in discussions on any issues on which they have registered an interest.

#### **4. QUERIES**

For any queries or more information please contact:

South East LEP Secretariat

email: [lep@essex.gov.uk](mailto:lep@essex.gov.uk)

phone: 03330 138 885

South East Local Enterprise Partnership <http://www.southeastlep.com/>

