

## Declarations of Interest – Guidance Note

In advance of each Board meeting, Members are reminded of their ongoing obligation to review their Declarations of Interest (DoI). If any interests previously declared on the DoI form have changed, the Member is required to submit an updated DoI form to the SELEP team within 28 days of the change.

Where Board Members have any interests which relate to the items to be considered on the Agenda, these interests must be disclosed during the meeting and the Declaration of Interest updated accordingly.

This guidance helps guide Members through the DoI Form, and provides some additional commentary, so as to enable the Member to fully understand the information which must be included within the form.

### 1. Context

1.1. A template has been provided by the Ministry for Housing, Communities and Local Government (MHCLG), which must be completed by all SELEP Board Members, including members of the:

- Strategic Board;
- Accountability Board; and
- Federated Boards.

1.2. Board members must:

- Complete a Declaration of Interest within 28 days of becoming a Board Member;
- Provide details of all Disclosable Pecuniary Interests;
- Review their Declaration of Interest in advance of each Board meeting and provide the SELEP Secretariat with an updated version of the form if any interests have changed; and
- Notify the SELEP Managing Director of any changes to interests within 28 days of the change occurring.

### 2. Guidance on completing the DoI form

2.1 Section 1 - Any employment, office, trade, profession or vocation carried on for profit or gain

This section seeks information about you and your partner/spouse's employment and business activity.

2.2 Section 2 - Sponsorship

This section seeks information about any additional financial benefits you or your spouse/partner receives as a result of being a member of the SELEP.

2.3 Section 2.1

Section 2.1 states, *“Any financial benefit obtained (other than from the 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)”*.

In Section 2.1 Board Members should disclose any financial benefits (such as remuneration or allowances) paid by an organisation other than SELEP, which are received as a result of them being a SELEP Board Member. This obligation extends to your spouse/partner, and there if they receive any financial benefit from an organisation other than SELEP as a result of you being a SELEP Board member, this must also be included on the form.

#### 2.4 Section 3 - Contracts

This section seeks information about any contracts held by you, your spouse/partner or any business carried on by you or your spouse/partner and SELEP.

#### 2.5 Section 3.1

Section 3.1 states that, *“Any contract for goods, works or services with the LEP which has not been fully discharged by any organisation named at 1.1.”*

In this context, it is expected that the ‘LEP’ refers to SELEP, its Accountable Body and its Partners, including the Upper Tier Authorities and those organisations which the SELEP Accountable Body has a Service Level Agreement or Grant Agreement with.

Accordingly if you, your spouse/partner or any business carried on by you or your spouse/partner, hold a contract with any of these bodies, it must be disclosed within this section of the form.

#### 2.6 Section 3.2

Section 3.2 states that, *“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 the LEP”.*

In this section, Board members are required to declare any contracts for good, works or services entered into by their employer, or business carried on by them, that may be impacted by a decision taken by SELEP.

Board members should update this section where any new contracts are entered into and declarations must be made during meetings at which such decisions are taken.

#### 2.7 Section 4 – Land or Property

Section 4 states that, *“Any beneficial 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 the LEP in a forthcoming meeting. This would include, within the area of the LEP:*

- *Any beneficial interest in any land in the LEP areas, including your place(s) of residency*
- *Any tenancy where the landlord is the LEP and the tenant is a body in which the relevant person has an interest*
- *Any licence for a month or longer to occupy land owned by the LEP*

*“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”.*

In this section, Board Members are required to state the first part of the postcode for any land or property within which the Board member, their employer or business (as stated in section 1.1) or their Spouse/partner, has a beneficial interest, which falls within the SELEP area.

This includes providing the first part of the postcode for their own home, where this is owned by the Board Member or spouse/partner and it is located within the SELEP area.

### **3. Declarations of Interest at Meeting**

- 3.1. Where a matter is considered at a meeting of the SELEP, and which the Board Member is present, and relates to or may have an impact upon a body or matter in which the Board Member has Disclosable Pecuniary Interest or a Code interest (as defined in the SELEP Policy for Registers of Interest), the Board member must disclose the existence and nature of that interest at the meeting, and prior to the matter being considered by the Board.
- 3.2. Where a Disclosable Pecuniary Interest declaration has been made, the Board Member must:
  - 3.2.1. withdraw from the room where the meeting considering the business is being held at the time that item of business is being discussed; and
  - 3.2.2. not participate in any debate or vote on the matter.
- 3.3. 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 has declared a disclosable pecuniary interest, a substitute member will not be able to vote on their behalf, on the matter to be determined.

For more information about SELEP Declarations of Interest please see SELEP’s Register of Interest Policy -

<https://www.southeastlep.com/app/uploads/2018/07/SELEP-Register-of-Interests-Policy-June-2018.pdf>