

## DECLARATION OF INTERESTS POLICY

### **INTRODUCTION**

This policy applies to Members of the Board of the Liverpool City Region Local Enterprise Partnership (LCRLEP).

### **POLICY**

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

Such conflicts may create problems; which can:

- Inhibit free discussion;
- Result in decisions or actions that are not in the interests of LCRLEP; and
- Risk the impression that LCRLEP has acted improperly.

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

All LEP Board Members must, within 28 days of taking office as an ex-officio member or co-opted member, notify the LCRLEP's Finance Director of any discloseable pecuniary interest where the pecuniary interest is either of the Board Member, their spouse or civil partner, or is the pecuniary interest of somebody with whom the board Member is living with as a husband or wife, or as civil partner.

If an interest has not been entered onto the LEP's register, then LEP Board Members must disclose the interest to any meeting of the LCRLEP at which they are present, where they have a discloseable interest in any matter being considered and where the matter is not a 'sensitive interest'.

Following disclosure of an interest not on the LCRLEP's register or the subject of pending notification, LEP Board Members must notify LCRLEP's Finance Director of the interest within 28 days, beginning with the date of disclosure.

Unless dispensation has been granted, staff 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 must observe the restrictions the LCRLEP places on their involvement in matters where they have a pecuniary or non pecuniary interest.

A form is provided for declarations of interest(s), listing the types of interest to be declared.

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

\*A 'sensitive interest' is described in the Localism Act 2011 as a member or 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.