

# Chapter 5: Register of Interests

## **MHCLG NED Review Recommendation:**

**It is therefore recommended that the Department sets out specific requirements on the principles which each LEP must incorporate into its conflicts of interest policy and how it is implemented which includes:**

- **All board members taking personal responsibility for declaring their interests and avoiding perceptions of bias. This should be evidenced by producing and signing of their register of interests and publication on the website.**
- **Use of a bespoke proforma for collection and publication of the information which ensures all categories of interest are systematically considered.**
- **Categories of interest to include employment, directorships, significant shareholdings, land and property, related party transactions, membership of organisations, gifts and hospitality, sponsorships. Interests of household members to also be considered.**
- **Action in response to any declared interests applies to any involvement with the work of the LEP and is to be recorded.**

*[\(Review into Local Enterprise Partnership Governance and Transparency; page 9\)](#)*

## Introduction to Register of Interests

85. This register should be used in conjunction with the section 'Registering and declaring pecuniary and non-pecuniary interests' in chapter four, which provides further guidance on the processes LEPs should adopt to declare interests. LEPs **must** adopt this register of interests and publish an up-to-date register for each Board Member on the LEP website by the 28 February 2018.
86. Actions undertaken by the LEP in response to the declaration of interests must be recorded. LEPs should ensure that senior members of staff or those staff involved in advising on decisions should also complete this form and report interests. Unless there is a relevant or new interest that pertains to a meeting or decision, LEP staff should review their interests every six months.
87. LEPs must ensure that all Board Members fill in this register of interest form, regardless of whether they have already completed a conflict of interest or register of interest declaration for a different role e.g. local councillor.
88. Please note that if a spouse or partner is referenced within the Register of Interest they do not need to be referred to by name.
89. The Department would like to thank Cheshire and Warrington LEP for providing the basis of this register.
90. For further information on what constitutes as a conflict of interest, LEPs can consult the National Audit Office's [report](#) into Conflicts of Interests.

## Solent Local Enterprise Partnership: Register of Members' Interests

**April 2017 to March 2018**

As a Board Member/Co-opted Member of the Solent Local Enterprise Partnership (LEP), I declare that I have the following disclosable pecuniary and/or non-pecuniary interests. *(Please state 'None' where appropriate, do not leave any boxes blank).*

### NOTIFICATION OF CHANGE OF CIRCUMSTANCES

Each Board Member shall review their individual register of interests before each board meeting and decision making committee meeting, submitting any necessary revisions to the LEP and S151/S73 Officer at the start of the meeting. Any recorded interests relevant to the meeting should also be declared at this point.

Even if a meeting has not taken place a Member must, within 28 clear working days of becoming aware of any change to the interests specified below, provide written notification to the LEP and S151/S73 Officer, of that change.

**\*SPOUSE/PARTNER** – In the notice below my spouse or partner means anyone who meets the definition in the [Localism Act](#), i.e. my spouse or civil partner, or a person with whom I am living as a spouse or a person with whom I am living as if we are civil partners, and I am aware that that person has the interest having carried out a reasonable level of investigation. Where your

spouse or partner has recently been involved in any activity which would have been declarable, this should be mentioned, with the date the activity ended.

SECTION 1	ANY EMPLOYMENT, OFFICE, TRADE, PROFESSION OR VOCATION CARRIED ON FOR PROFIT OR GAIN	MYSELF	SPOUSE/PARTNER*
1.1	Name of: <ul style="list-style-type: none"> <li>○ your employer(s)</li> <li>○ any business carried on by you</li> <li>○ any other role in which you receive remuneration (this includes remunerated roles such as councillors).</li> </ul>		
1.2	Description of employment or business activity.		
1.3	The name of any firm in which you are a partner.		

<b>1.4</b>	The name of any company for which you are a remunerated director.		
<b>SECTION 2</b>	<b>SPONSORSHIP</b>	<b>MYSELF</b>	<b>SPOUSE/PARTNER</b>
<b>2.1</b>	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).		
<b>SECTION 3</b>	<b>CONTRACTS</b>	<b>MYSELF</b>	<b>SPOUSE/PARTNER</b>
	Any contract for goods, works or services with the LEP which has not been fully discharged by any organisation named at 1.1.		
	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 business being decided by the LEP.		

SECTION 4	LAND OR PROPERTY	MYSELF	SPOUSE/PARTNER
	<p>Any 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.</p> <p>This would include, within the area of the LEP:</p> <ul style="list-style-type: none"> <li>○ Any interest in any land in the LEP areas, including your place(s) of residency</li> <li>○ Any tenancy where the landlord is the LEP and the tenant is a body in which the relevant person has an interest</li> <li>○ Any licence for a month or longer to occupy land owned by the LEP.</li> </ul> <p>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.</p>		

SECTION 5	SECURITIES	MYSELF	SPOUSE/PARTNER
5.1	<p>Any interest in securities of an organisation under 1.1 where:-</p> <p>(a) that body (to my knowledge) has a place of business or land in the area of the LEP; and</p> <p>(b) either –</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(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 has an interest exceeds one hundredth of the total issued share capital of that class.</p>		

SECTION 6	GIFTS AND HOSPITALITY	MYSELF	SPOUSE/PARTNER
	Any gifts and/or hospitality received as a result of membership of the LEP (above the value of £50).		

**OTHER INTERESTS**

**Membership of Organisations**

I am a member of, or I am in a position of general control, a trustee of, or participate in the management of:

1. Any body to which I have been appointed or nominated by the LEP:

2. Any body exercising functions of a public nature (eg school governing body or another LEP):

3. Any body directed to charitable purposes:



4. Any body, one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union):

5. Any local authority (please state any interests you hold as LA leaders/cabinet members for LA land, resources and the LA's commercial interests):

6. Any other interest which I hold which might reasonably be likely to be perceived as affecting my conduct or influencing my actions in relation to my role.

**MEMBER'S DECLARATION AND SIGNATURE**

I confirm that having carried out reasonable investigation, the information given above is a true and accurate record of my relevant interests, given in good faith and to the best of my knowledge;

<b>Date</b>	
<b>Member's Name</b> <i>(Capitals – in full)</i>	
<b>Signature</b>	

**RECEIPT BY LEP**

<b>Date received by the LEP</b>	
<b>Signature of LEP Chief Executive</b>	

**RECEIPT BY S151/S73 OFFICER**

<b>Date received by the S151/S73 Officer</b>	
<b>Signature of S151/S73 Officer</b>	