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.
D2N2 Local Enterprise Partnership: Register of Members' Interests

April 2017 to March 2018

As a Board Member/Co-opted Member of the D2N2 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*
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<tbody>
<tr>
<td><strong>1.1</strong></td>
<td>Name of:</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>o your employer(s)</td>
<td>Geldards LLP – solicitor/Chair</td>
<td>Archer Hampson – managing partner</td>
</tr>
<tr>
<td></td>
<td>o any business carried on by you</td>
<td>Director – EMB Group Limited</td>
<td>ARHA Labs Limited – Director</td>
</tr>
<tr>
<td></td>
<td>o any other role in which you receive remuneration (this includes remunerated roles such as councillors).</td>
<td>Director – Derby County Football Club Ltd</td>
<td></td>
</tr>
<tr>
<td><strong>1.2</strong></td>
<td>Description of employment or business activity.</td>
<td>Legal work</td>
<td>See above</td>
</tr>
<tr>
<td><strong>1.3</strong></td>
<td>The name of any firm in which you are a partner.</td>
<td>Geldards LLP – as above</td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td>The name of any company for which you are a remunerated director.</td>
<td>See 1.1 above</td>
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<tr>
<td>SECTION 2</td>
<td>SPONSORSHIP</td>
<td>MYSELF</td>
<td>SPOUSE/PARTNER</td>
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</table>
| 2.1 | 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). | |
<p>| SECTION 3 | CONTRACTS                                       | MYSELF       | SPOUSE/PARTNER |
| | Any contract for goods, works or services with the LEP which has not been fully discharged by any organisation named at 1.1. | None known which are material | None |
| | 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. | None known which are material |</p>
<table>
<thead>
<tr>
<th>SECTION 4</th>
<th>LAND OR PROPERTY</th>
<th>MYSELF</th>
<th>SPOUSE/PARTNER</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>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.</td>
<td></td>
<td>DE7 Derbyshire County Council/Aber Valley Borough Council – owner</td>
</tr>
<tr>
<td></td>
<td>This would include, within the area of the LEP:</td>
<td></td>
<td>DE56 Derbyshire County Council/Aber Valley Borough Council – lease holder</td>
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<td></td>
<td>• Any interest in any land in the LEP areas, including your place(s) of residency</td>
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<td></td>
<td>• Any tenancy where the landlord is the LEP and the tenant is a body in which the relevant person has an interest</td>
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<td></td>
<td>• Any licence for a month or longer to occupy land owned by the LEP.</td>
<td></td>
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<td></td>
<td>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.</td>
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<tr>
<th>SECTION 5</th>
<th>SECURITIES</th>
<th>MYSELF</th>
<th>SPOUSE/PARTNER</th>
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| 5.1       | Any interest in securities of an organisation under 1.1 where:- (a) that body (to my knowledge) has a place of business or land in the area of the LEP; 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 has an interest exceeds one hundredth of the total issued share capital of that class. | Geldards LLP  
Kirkwall Securities Ltd |
<table>
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<tr>
<th>SECTION 6</th>
<th>GIFTS AND HOSPITALITY</th>
<th>MYSELF</th>
<th>SPOUSE/PARTNER</th>
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<tr>
<td></td>
<td>Any gifts and/or hospitality received as a result of membership of the LEP (above the value of £50).</td>
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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):

   Derby College - Governor

3. Any body directed to charitable purposes:
Active Partners Trust
Derby Civic Society
Arkwright Society - Trustee

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.
Active Partners Trust – Director
Derby County Football Club – Director
EMB Group Ltd – Director
Nottingham Regeneration Ltd - Director

**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;

<table>
<thead>
<tr>
<th>Date</th>
<th>8/2/18</th>
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<tbody>
<tr>
<td>Member’s Name</td>
<td><strong>DAVID WILLIAMS</strong></td>
</tr>
<tr>
<td>(Capitals – in full)</td>
<td></td>
</tr>
<tr>
<td>Signature</td>
<td>[Signature]</td>
</tr>
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</table>

**RECEIPT BY LEP**
Receipt by S151/S73 officer

Date received by the S151/S73 officer

Signature of S151/S73 officer

Date received by the LEp Chief Executive

Signature of LEp Chief Executive

12/02/18

22/02/18

[Signature]

[Signature]
Code of Conduct for LEP Board Members

You are a Board Member of the D2N2 Local Enterprise Partnership and hence you shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership in your conduct at all times.

Accordingly, when acting in your capacity as a Board Member of the D2N2 Local Enterprise Partnership:

• You must act in a manner consistent with your LEP's equality and diversity strategy and treat your fellow Board Members, members of staff and others you come into contact with when working in their role with respect and courtesy at all times.

• You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

• You must not place yourself under a financial or other obligation to outside individuals or organisations that might be reasonably regarded to influence you in the performance of your official duties.

• When carrying out your LEP duties you must make all choices, such as making appointments, awarding contracts or recommending individuals for rewards or benefits, based on evidence.

• You are accountable for your decisions and you must co-operate fully with whatever scrutiny is appropriate to your position. You must be as open as possible about both your decisions and actions and the decisions and actions of the LEP. In addition, you should be prepared to give reasons for those decisions and actions.

• You must declare any private interests, both pecuniary and non-pecuniary, including membership of any Trade Union, political party or local authority that relates to your LEP duties. Furthermore, you must take steps to resolve any conflicts arising in a way that protects the public interest. This includes registering and declaring interests in a manner conforming with the procedures set out in the section 'Registering and declaring pecuniary and non-pecuniary interests'.

• You must, when using or authorising the use by others of the resources of your LEP, ensure that such resources are not used improperly for political or personal purposes (including party political purposes).
You must promote and support high standards of conduct when serving in your LEP post, in particular as characterised by the above requirements, by leadership and example.

**Registering and declaring pecuniary and non-pecuniary interests**

You must, within 28 days of taking office as a Board Member or co-opted, notify your LEP Chief Executive and Accountable Body's S151/S73 Officer of any disclosable pecuniary interest, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a spouse, or as if you were civil partners.

In addition, you must, within 28 days of taking office, notify your LEP Chief Executive and Accountable Body's S151/S73 Officer of any non-pecuniary interest which your LEP has decided should be included in the register or which you consider should be included if you are to fulfil your duty to act in conformity with the Seven Principles of Public Life. These non-pecuniary interests will necessarily include your membership of any Trade Union.

Board members should review their individual register of interest before each board meeting and decision making committee meeting. They must declare any relevant interest(s) at the start of the meeting. If an interest has not been entered onto the LEP's register, then the member must disclose the interest at any meeting of the LEP at which they are present, where they have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'.

Following any disclosure of an interest not on the LEP register or the subject of pending notification, you must notify the LEP Chief Executive and S151/S73 Officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a pecuniary interest. Additionally, you must observe the restrictions your LEP places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by your LEP.

**NOTES:**

1. For the purposes of this guidance, we are using the definition of a pecuniary interest as set out in The Localism Act 2011 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.
2 A Non-Pecuniary interest is any interest which is not listed in the Schedule to The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 (No.1464).

3 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.

Signed

D2N2 Board Member (PRINT NAME) ..................................................

D2N2 Board Member signature ..........................................................