

Member Declaration of Interests Policy

1. LEAP Board and subordinate body members are expected to notify the London LEP Secretariat in writing of any Disclosable Pecuniary Interests. Members are required to complete and sign the LEP-wide '*Register of Interests*' form and return to the London LEP Secretariat. Guidance on what constitutes a disclosable pecuniary interest is provided at Annex 1 below. The London LEP Secretariat will ensure that the S127 Officer and Executive Director of Development, Enterprise and Environment, are notified of such declarations.
2. With the exception of "sensitive interests" as defined at paragraph 8 below, the London LEP will publish the contents of the Register of Interests form on the www.lep.london website.

Pecuniary Interests

3. A member will have a disclosable pecuniary interest if it is of a description specified in Annex 1 below and either:
 - (a) it is an interest of the member, or
 - (b) it is an interest of:
 - (i) the member's spouse or civil partner;
 - (ii) a person with whom the member is living as husband and wife,
or
 - (iii) a person with whom the member is living as if they were civil partners and the member is aware that that other person has the interest.

Registration of pecuniary interests

4. Members must, within 28 days of:
 - (c) this Code being adopted or applied by the Authority; or
 - (d) their election or appointment (where that is later),

notify the London LEP Secretariat in writing of any disclosable pecuniary interests they have at that time, and whether or not they consider that any of these interests should be treated as sensitive interests (as defined in paragraph 8 below).

5. Members must, within 28 days of becoming aware of any new pecuniary interest or any change to any pecuniary interest already notified to the London LEP Secretariat, notify the London LEP Secretariat in writing of that new pecuniary interest or change, and whether or not they consider that these should be treated as sensitive interests (as defined in paragraph 8 below).

Pecuniary interests in matters considered at meetings

6. In this Code, “meeting” means any meeting of the London LEP Board or any subordinate body of the London LEP, or any body in which a member is nominated by virtue of their appointment to the London LEP.
7. If a member is aware that they have a disclosable pecuniary interest in any matter to be considered at a meeting, or being considered at that meeting, they must - subject to paragraph 8 below (sensitive interests) - disclose that interest to the meeting, and may not – unless they have obtained a dispensation from the S127 Officer – (i) participate, or participate further, in any discussion of the matter at the meeting; or (ii) participate in any vote, or further vote, taken on the matter at the meeting.

Sensitive interests

8. Where a member considers (and the S127 Officer agrees) that the nature of a disclosable pecuniary interest is such that disclosure of the details of the interest could lead to the member, or a person connected with the member, being subject to intimidation or violence, it is a “sensitive interest” for the purposes of the Code, and the details of the sensitive interest do not need to be disclosed to a meeting, although the fact that the member has a sensitive interest must be disclosed, in accordance with paragraph 7 above.

Other Interests

9. The interests regime set out in paragraphs 1 to 8 above are based on statutory requirements for elected members of public office and therefore has the potential to be quite narrow in scope.
10. In view of this, and the duty upon all Members to observe the highest standards of ethical conduct in line with the seven ‘Nolan Principles’, Members must exercise their judgement as to whether or not, in view of their outside interests and the interests of others close to them, they should participate in discussions and/or decisions within and by the London LEP.
11. To this end, Members should consider how their participation in a discussion or decision would be viewed by the public. If a member of the public, with knowledge of the relevant facts, would reasonably regard a Member’s interest as so significant that it would be likely to prejudice the Member’s judgement of the public interest; the Member should not participate in the relevant discussion or decision.

Gifts and hospitality

12. Members of the London LEP Board and its subordinate bodies are required to register any gifts or hospitality worth £25 or over that they receive in connection with their role on the Board/subordinate body.
13. The receipt of a gift, benefit or hospitality must be registered with the London LEP Secretariat within 28 days of the date of receipt.

14. A summary list of all gifts and hospitality declared by Members of the Board/subordinate body should be included in the relevant section of each Member's Register of Interests form which will be published on the London LEP website.
15. Further information about the registration of gifts and hospitality is contained in the Member Code of Conduct.

Annex 1

Guidance on the Notification of Disclosable Pecuniary Interests

There are seven categories of Disclosable Pecuniary Interests: Employment, Sponsorship, Contracts, Land, Licences, Corporate Tenancies, and Securities. These derive directly from the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, as do the specifics of what needs to be disclosed under each category.

The *Register of Interests* form identifies what Members need to include under each category, but the following guidance tries to clarify anything that may be unclear. Members are advised that all notifications should come via the London LEP secretariat who will ensure relevant parties are consulted and advise of any appropriate action.

Employment

You will need to include details of any employment, office, trade profession or vocation carried on for profit or gain by you and or your partner. These details should include the nature and title of the role, and name of any organisation for which the role is performed / which pays you or your partner for performing the role.

Partner means your spouse, civil partner, a person with whom you live as husband or wife, or a person with whom you live as if you were civil partners. This meaning is set out at the first page in the form, and has the same meaning throughout the form.

Sponsorship

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).

Contracts

The following details need to be entered:

- the names of the parties to the contracts – so the GLA, and either (i) your or your partner's name, or (ii) the name of the firm or body corporate (of which you or your partner is a director, or in the securities of which you or your partner has a beneficial interest);
- the date on which the contract was entered into, and the duration of the contract;
- a brief description of the contract: the goods or services to be provided, or works to be executed

The term "Director" includes a member of the committee of management of an industrial and provident society, and/or a member of a co-operative and community benefit society, and has the same meaning throughout the form.

"Securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and

Markets Act 2000 and other securities of any description, other than money deposited with a building society and has the same meaning throughout the form.

Land

The following details need to be entered: what the interest is, whether it is your or your partner's interest, the postcode of the land, and the London borough in which it is situated.

Details of the nature and length of any licence to occupy land owned by the Authority should be entered in this section, along with the postcode of the land, and the London borough in which it is situated.

Details of the nature of, and parties to, any tenancy where the landlord is the Authority should be entered in this section, along with the full address of the property that is subject to the tenancy.

By way of guidance, where:

- you or your partner own or own a percentage of the freehold or long-term leasehold of a property (whether or not subject to a mortgage),
- you or your partner lease land or property, on short-hold tenancies (for example, an assured short-hold tenancy), or
- land or property is owned by a trust in which you or your partner have an interest

these details should be entered in this section of the form.

Securities

Details of the nature of the interest that you or your partner has should be entered in this section, along with the name and full address of the body in whose securities that interest is held.