

Member Declaration of Interests Policy

LEAP Board and subordinate body members are expected to notify the GLA's Monitoring Officer in writing of any Disclosable Pecuniary Interests. Members are required to complete and sign the '*Notification of Disclosable Pecuniary Interests*' Form and return to the GLA Monitoring Officer. Guidance on what constitutes a disclosable pecuniary interest is provided at Annex 1 below.

With the exception of "sensitive interests" as defined at paragraph 8 below, the GLA will publish the contents of the Notification of Disclosable Pecuniary Interests form on the www.lep.london website.

Pecuniary Interests

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

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 Authority's Monitoring Officer 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).

Members must, within 28 days of becoming aware of any new pecuniary interest or any change to any pecuniary interest already notified to the Monitoring Officer, notify the Authority's Monitoring Officer 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

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.

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 Authority Monitoring 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

Where a member considers (and the Authority's Monitoring 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

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.

In view of this, and the duty upon all Members to observe the highest standards of ethical conduct, the GLA's Monitoring Officer advises that all London LEP Members 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.

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.

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 *Notification of Disclosable Pecuniary Interests* form (as provided by the GLA's Monitoring Officer) identifies what Members need to include under each category, but the following guidance tries to clarify anything that may be unclear.

Employment

Members will need to include details of any employment, office, trade profession or vocation carried on for profit or gain by the member and or their 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 the member or their partner for performing the role.

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

Contracts

The following details need to be entered:

- the names of the parties to the contracts – so the GLA, and either (i) the member or their partner's name, or (ii) the name of the firm or body corporate (of which the member or their partner is a director, or in the securities of which the member or their 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" is defined in the second footnote, should be interpreted to include member of a co-operative and community benefit society, and has the same meaning throughout the form.

The term "securities" is defined in the third footnote, and has the same meaning throughout the form.

Land

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

By way of guidance, where:

- the member or their partner own or own a percentage of the freehold or long-term leasehold of a property (whether or not subject to a mortgage),

- the member or their 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 the member or their partner have an interest

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

Licences

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

Corporate tenancies

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

Securities

Details of the nature of the interest that the member or their 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.