

# **Dorset LEP Staff Conflict of Interest Policy**

**March 2019**

## 1. Registering and declaring pecuniary and non-pecuniary interests

- 1.1. You must, within 28 days of taking office as a Dorset LEP member of staff, notify Dorset LEP's Director 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.
- 1.2. In addition, you must, within 28 days of taking office, notify your Dorset LEP's Director of any non-pecuniary interest which Dorset 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.
- 1.3. Following any disclosure of an interest not on the Dorset LEP register or the subject of pending notification, you must notify Dorset LEP's Director of the interest within 28 days beginning with the date of disclosure.
- 1.4. Unless dispensation has been granted, you may not participate in any discussion of, or discharge any function related to any matter in which you have a pecuniary interest. Additionally, you must observe the restrictions Dorset LEP places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by Dorset LEP.
- 1.5. Please refer to Dorset LEP's Hospitality and Anti-Bribery Policy on the Dorset LEP **website**, for the procedure for declaring and reporting on hospitality.

SECTION 1	ANY EMPLOYMENT, OFFICE, TRADE, PROFESSION OR VOCATION CARRIED ON FOR PROFIT OR GAIN	MYSELF	SPOUSE/PARTNER*
1.1	Name of: - your employer(s) - any business carried on by you - any other role in which you receive remuneration (this includes remunerated roles such as councillors)	BOURNEMOUTH UNIVERSITY DORSET LEP MARKS + SPENCER	UPS
1.2	Description of employment or business activity	REP ADMINISTRATOR PROGRAMME MANAGER SALES ASSISTANT	ACCOUNT MANAGER
1.3	The name of any firm in which you are a partner.	N/A	N/A
1.4	The name of any company for which you are a remunerated director.	N/A	N/A
SECTION 2	SPONSORSHIP	MYSELF	SPOUSE/PARTNER
2.1	Any financial benefit obtained (other than from Dorset 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)	N/A	N/A
SECTION 3	CONTRACTS	MYSELF	SPOUSE/PARTNER
3.1	Any contract for goods, works or services with Dorset LEP which has not been fully discharged by any organisation named at 1.1.	N/A	N/A
3.2	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 the business being decided by Dorset LEP in the forthcoming meeting.	N/A	N/A
SECTION 4	LAND OR PROPERTY	MYSELF	SPOUSE/PARTNER
4.1	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 Dorset LEP.	OWN PROPERTY IN BH9 UNDER BCP COUNCIL	OWN PROPERTY IN BH9 UNDER BCP COUNCIL

	<p>This would include, within the area of Dorset LEP:</p> <ul style="list-style-type: none"> <li>Any beneficial interest in any land in Dorset LEP areas, including your place(s) of residency</li> <li>Any tenancy where the landlord is Dorset LEP and the tenant is a body in which relevant person has a beneficial interest</li> <li>Any licence for a month or longer to occupy land owned by Dorset 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>		
<b>SECTION 5</b>	<b>SECURITIES</b>	<b>MYSELF</b>	<b>SPOUSE/PARTNER</b>
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> <ul style="list-style-type: none"> <li>i. the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</li> <li>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 a beneficial interest exceeds one hundredth of the total issued share capital of that class.</li> </ul>	N/A	N/A
<b>SECTION 6</b>	<b>GIFTS AND HOSPITALITY</b>	<b>MYSELF</b>	<b>SPOUSE/PARTNER</b>
6.1	Any gifts and/or hospitality received as a result of membership of Dorset LEP (above the value of £50)	N/A	N/A

**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 Dorset 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 whose principal purpose 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 professional bodies, special interest groups or mutual support organisations?
MEMBER OF ARMA - ASSOCIATION FOR RESEARCH MANAGERS AND ADMINISTRATORS
7. 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:

Date	18/09/2019
Name (Capitals - in full)	LAURA ZISA-SWANN
Signature	

**Receipt by Dorset LEP Director**

Date received by Dorset LEP	23/9/19
Signature of Dorset LEP Director	

**Receipt by Chair of Dorset LEP Board**

Date received by Dorset LEP	23-09-19
Signature of Chair of Dorset LEP Board	