

# HotSW LEP CIC Director

## Candidate Briefing Recruitment Pack

**Summer 2019**

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# The Heart of the South West LEP - An Introduction

## **Background:**

**Local Enterprise Partnerships** are voluntary partnerships between local authorities and businesses set up across the country in 2011, to help determine local economic priorities and lead economic growth and job creation within the local area. The Heart of the South West LEP became a CIC in 2014 and the partnership's board members became directors of the company.

The Heart of the South West LEP covers the administrative areas of Devon, Plymouth Somerset & Torbay, an area with a population of c.1.8m. Further information about the LEP can be found on our website at [www.heartofswlep.co.uk](http://www.heartofswlep.co.uk), including key strategic documents, information on our various programmes. With more announcements expected in the next month, our portfolio of activities now encompasses around £500m of investment; ranging from approved projects to those that are starting to make real and significant impact on jobs, growth and prosperity. The website also sets out details of current membership of our Board.

All major political parties are committed to the importance of local growth. Alongside this a Joint Committee has been set up across the area's Local Authorities to work alongside the LEP. The LEP is a key partner with Local Authorities in respect of a shared productivity plan – stepping up to the challenge – and developing our Local Industrial Strategy.

Both have particular interest in maximising outcomes in line with our objectives; increasing productivity, better growth and more prosperity.

## **The HOTSW Target Operating Model**

**In March 2019, HOTSW LEP agreed a new 3-year target operating model which can be viewed at ...**

## **Our Mission**

*Raising Productivity and Ensuring Prosperity for All*

**This is a fantastic opportunity to join the Heart of the South West Local Enterprise Partnership as a Director of the CIC and help shape and actively contribute to the next phase of our development. These positions offer a unique, challenging and rewarding opportunity for experienced business or social economy leaders to join the Board and help the Heart of the South West economy.**

# The Role of a Board Member

## Heart of the South West Local Enterprise Partnership - Board Member

### Purpose

The HotSW (Heart of the South West), Local Enterprise Partnership (LEP) was formally recognised in April 2011 to cover the areas of Devon, Plymouth, Somerset and Torbay.

The Board comprises of prominent leaders from the public and private sectors and from the local academic community. The Board acts with strategic vision and provides a unique, challenging and rewarding opportunity for experienced business leaders to help drive forward the economic prosperity of the HotSW region. See [www.heartofswlep.co.uk](http://www.heartofswlep.co.uk) for further detail. The list of present Board Members can be found on our website at: <http://heartofswlep.co.uk/about-the-lep/lep-board/>

### Role and Responsibilities

What we seek are directors who want to actively contribute their expertise to the progress of our mission. This is not just a governance role. We look for our non-executive business directors to play very active roles; for example, in one or more of the following:

- Introductions to private sector finance
- Regeneration or innovation transfer
- Relationships with influential stakeholder groups in or outside our area
- Marketing and championing our area
- Strategic investment appraisal and risk and resource management
- Articulating the needs of SMEs and / or rural economies
- Direction of transformational change
- Leadership of Special Interest Groups or Task and Finish Groups to address key agendas. Examples of current groups are on our website [www.heartofswlep.co.uk](http://www.heartofswlep.co.uk).

This list is not exclusive – the opportunities for individual directors will evolve as our economy develops. Ideally, we will have a mix of directors with different geographic bases across our area as well as different areas of expertise.

Some key common elements of this role are to:

- Promote the interests of the HotSW LEP through a positive and active contribution to the local economy.
- Participate actively in the needs of the region by championing the work of the HotSW LEP to drive investment and secure funding, profile and position on the national stage.
- Communicate with all key stakeholders actively and raise the profile of the Partnership to assist in delivering the vision of the HotSW LEP.

- Actively engage in relevant Leadership Groups, and lead, any appropriate Task and Finish groups on behalf of the Board.

We are currently looking to recruit 2 directors and then annually through a rolling recruitment policy. In respect of the we will seek to cover, either individually or in aggregate is across roles on the following Board sub-groups or partner organisations as follows:

- Business, Place and People Delivery Groups
- Strategic Investment Panel
- Connecting Devon and Somerset
- Finance and Resources Committee
- Special Interest Groups on Rural and Low Carbon agendas.

One of our new directors will have a specific focus on smaller businesses and how we best address their agendas and prosperity.

***Please Note:***

***Board Members must declare any involvement with any of the delivery partners or roles or interests with beneficiaries and operate in accordance with the Nolan Principals of public life and the company's Articles of Association. This will involve taking no part in any decision votes where an interest exists. The adoption of the Nolan Principals ensures full openness and integrity in the way the Board sets its priorities.***

***These roles are un-remunerated. Expenses are only paid for exceptional expenditure for LEP commitments outside our area.***

## **GUIDING PRINCIPLES FOR MEMBERS OF LOCAL ENTERPRISE PARTNERSHIP BOARDS**

Published by the LEP Network

### **Context**

Local Enterprise Partnerships (LEPs) prioritise policies and actions based on clear economic evidence and intelligence from businesses and local communities. Their interventions are designed to improve productivity across the local economy to benefit people and communities with the aim of creating more inclusive economies.

To do this effectively, LEPs must have robust governance arrangements that provide the operational independence to take tough decisions and hold local partners to account for delivery. This also requires LEPs to have the organisational capacity and capability to fulfil their roles and responsibilities, including their mission of developing Local Industrial Strategies.

*Strengthened Local Enterprise Partnerships*, published in July 2018, brought forward several reforms to support this objective including a commitment to develop an induction and training programme. This programme builds on previous work that the Department has undertaken to strengthen LEP governance and transparency and responds to recommendations made by the Public Accounts Committee as part of its review of transparency and decision making by Greater Cambridge Greater Peterborough Local Enterprise Partnership. It should be considered in the context of the revised National Local Growth Assurance Framework, published in January 2019, which replaced the LEP National Assurance Framework, published in 2016.

In addition to this document, Government will be running a targeted programme through early 2019 to support LEPs and key stakeholders develop effective Local Industrial Strategies. Working closely with the Cities and Local Growth Unit, the LGA has commissioned a comprehensive support offer to councils looking to play an active role supporting LEPs and Combined Authorities in the development of a LIS. This package of independent support will look to drive the capacity and capability of LEPs to develop ambitious, long-term LIS's to underpin improved local–national collaboration.

### **Purpose**

This document, developed by Government in partnership with the LEP Network, is designed to provide knowledge-based guidance for LEP chairs and board members. It forms the basis of a training and induction offer that will be coordinated by the LEP Network.

To support delivery, Government will provide £200,000 to the LEP Network to commission any training necessary to meet the expectations set out in *Strengthened Local Enterprise Partnerships* and the *National Local Growth Assurance Framework*. This document should be used to identify training needs. Complementing this, the LEP Network working with LEPs will develop best-practice guidance for LEP Chief Executives (or equivalent).

The document begins by capturing the behaviours and personal attributes which, alongside the commitment of time and energy to the role, underpin effective governance. Where the Nolan principles advocate invaluable behaviours, this document focuses on the knowledge required for effective governance in LEPs.

Effective governance provides strategic direction and control to LEPs, and creates robust accountability, oversight and assurance for their performance. The guidance has been designed along the key themes of *Governance*, *Strategy* and *Delivery*. This structure aligns to the Annual Performance Review process which assesses LEP performance against these key LEP functions.

## **Principles and personal attributes for board members**

The principles and personal attributes that individuals bring to the board are as important as their skills and knowledge. These qualities enable board members to use their skills, knowledge and expertise to function well as part of a team and make an active contribution to effective governance.

All those elected or appointed to boards should fulfil their duties in line with the seven principles of public life, the **Nolan principles** set out below.

**1. Selflessness:**

Holders of public office should act solely in terms of the public interest.

**2. Integrity:**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

**3. Objectivity:**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

**4. Accountability:**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

**5. Openness:**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

**6. Honesty:**

Holders of public office should be truthful.

**7. Leadership:**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

They should also be mindful of their responsibilities under equality legislation, recognising and encouraging diversity and inclusion.

As legal entities they are required to follow relevant legislation and governance arrangements which align to the model they adopt.

## Governance

### **1a. Statutory and contractual requirements**

The board must ensure all those involved in governance are aware of the legal frameworks and context in which the organisation operates and the requirements with which it must comply.

<b>The Board should know -</b>
the legal, regulatory and financial requirements on the board, including the LEP Code of Conduct, articles of association, National Local Growth Assurance Framework and the LEP's Local Assurance Framework.
how to recognise and utilise any government advice (including the Nolan Principles) and how to apply due skill and care in accordance with their legal duty to the LEP company.
the role, responsibilities and accountabilities of the board.
the differing roles and responsibilities of the chair, the S151 officer and the chief executive (or equivalent) and how this relates to the overall governance of the LEP.
the LEPs governance structure, including how governance functions are organised and delegated.
<b>The Chair should know -</b>
the importance of their non-executive leadership role, not just in their current position but in terms of their contribution to local and, where appropriate, national priorities.

### **1b. Strategic oversight, management and improvement**

The board should know the most effective way to oversee LEP staff to ensure that the organisation has the right staff who are managed and incentivised to perform to the best of their abilities.

<b>The Board should know -</b>
the rationale for the chosen strategy/intervention and how this both promotes the ethos of the LEP and meets the needs of the area.
the rationale behind the assessment system being used to measure development and economic growth.
the key principles, drivers and cycle of LEP performance and improvement.
the financial health, efficiency, policies and procedures of the organisation, including its funding arrangements, funding streams and its mechanisms for ensuring financial accountability.
the annual expenditure on staff and resources, and any data against which this can be benchmarked.
<b>The Chair should know -</b>
the economic and institutional context of the organisation in relation to other LEPs.
how to ensure that the board holds LEP staff to account for financial and business management.
how to lead the board to identify when specialist skills in audit, fraud or human resources are required.

### **1c. Accountability, self-review and developing the board's effectiveness**

The board should be aware of the importance of accountability for the delivery of the LEP's strategic plan, decision-making and oversight of LEP staff.

<b>The Board should know -</b>
the purpose, nature and processes of formal accountability and scrutiny and what evidence is required.
how to effectively present the relevant data and information in response to external scrutiny.
the LEP's values and how these are reflected in its strategies and plans.
the code of conduct for the board and how this reflects the LEP's values.
the targets for improving LEP board diversity.
<b>The Chair should know -</b>
what scrutiny roles and support in other institutions may relate to the LEP's operations.
how to ensure that the board is aware of, and prepared for, formal external scrutiny.



how to utilise deep dive feedback to inform decisions on board development.
the appropriate action to take if board members are not behaving as expected.

**Strategy**

**2a. Setting direction**

The board should be aware of how to effectively set the strategic direction of the LEP, plan and prioritise, monitor progress and manage change.

**The Board should know -**

the role of LEPs within Government’s local growth policy agenda.
the process for developing and agreeing strategic priorities for the LEP.
the tools and techniques for strategic planning.
the principles of effective change management.
the difference between strategic and operational decisions.
the key local priorities and how to engage with the business community to properly understand them.

**The Chair should know -**

the national and regional local growth priorities and the implications of these for the board and the organisation.
how to oversee the development of an economic strategy and the relationship skills required to work effectively with Government.

**2b. Collaborative working with stakeholders and partners**

Effective boards are well-informed about, and respond to, the views and needs of key stakeholders. They enable productive relationships, creating a sense of trust and shared ownership of the organisation’s strategy, vision and operational performance.

**The Board should know -**

the key stakeholders and their relationship with the LEP.
how to be proactive in consulting, and responding to, the views of a wide group of stakeholders when planning and making decisions.
how to work in partnership with outside bodies where this will contribute to achieving the goals of the organisation.
how to act as an ambassador for the LEP.
the importance of acting with honesty, frankness and objectivity, taking decisions impartially, fairly and on merit using the best evidence and without discrimination.
how to exercise the principle of collective-decision making.

**The Chair should know -**

the importance of communicating clearly on strategic issues, especially when engaging with Government.
the importance of ensuring that board members understand the scope of issues in question and are clear about decisions they need to make.
how to facilitate decision-making, and, where there are diverging views, how to effectively summarise the alternative positions to help the board reach consensus.

## Delivery

### **3a. Risk management**

Effective boards play a key role in setting and managing risk tolerance. They are able to ensure that corporate and programme risks are aligned with strategic priorities and improvement plans and intervention strategies provide a robust framework for risk management.

#### **The Board should know -**

the processes for risk management in the organisation, in particular how and when risks are escalated through the organisation for action.

#### **The Chair should know -**

the nature of the risks undertaken by the LEP, its arrangements for active risk management, and the individual responsible for risk management.

### **3b. Financial management and monitoring**

This knowledge will ensure that the board is able to make sufficiently informed and effective decisions on the use of resources and allocation of funds. It will also ensure that public money is utilised efficiently and in the best interest of the organisation.

#### **The Board should know -**

the processes for resource allocation and the importance of focussing allocations on impact and outcomes.

the importance of setting and agreeing a viable financial strategy and plan which ensure sustainability.

how the organisation receives funding through the local growth fund and other grants.

how to assimilate the financial implications of organisational priorities and use this knowledge to make decisions about allocating current and future funding.

the importance of robust data collection on project impacts and outcomes to build the local and national evidence base around LEP impacts.

#### **The Chair should know -**

the commercial, financial and management arrangements that are appropriate for effective delivery.

# Person Specification - Experience & Attributes

It is expected that the successfully appointed Board Member will have a strong business / social economy background at a senior / owner level and possess the passion and necessary level of experience to be confident of making a positive contribution to the Board and to the LEP. The knowledge and expertise of each of our directors are likely to be different from each other to reflect the mix of different roles (as outlined above in the role specification) – the sorts of experience and attributes we seek are set out below.

## **Experience**

- You will possess credible business links and relationships in our area, ideally including working at a senior level alongside or with business representative organisations, business growth or skills partnerships and / or relevant business support service businesses or voluntary or social enterprise groupings.
- You will have senior / owner level business experience within one of the HotSW area's largest business sectors (such as Business Services, Tourism or Agriculture) or in a growth sector identified in our Smart Specialisation strategy (such as Marine, Aerospace, New nuclear, Agri-tech, Environmental Technologies, Big-data, High Tech / Manufacturing industries). Housing, transport, innovation, people, environmental, health or rural agendas as well as commercial and infrastructure development also form key focuses for our work and would be an equally valuable background.
- Throughout the Selection Process, you will be required to provide relevant examples of where you can contribute to the needs of the LEP and its sub-committees (as outlined above) by bringing your expertise to the NED role and so demonstrate the specific value you can bring to the LEP.
- You will have a proven track record of organisational leadership and experience of being a Board Member or in a leadership role of a private sector business or social enterprise that is significant in its field or of having actively contributed to a business representation organisation or voluntary or social enterprise groupings.
- You will have a demonstrable association or interest with the HotSW economy and act with a collaborative approach able to develop and maintain effective business relationships to deliver strategic vision.
- You will possess a strong political acumen with a clear understanding of both local and national politics to help promote the HotSW LEP.

## **Attributes**

- You will be able to demonstrate creative and innovative thinking to effectively contribute to Board discussions and help tackle issues and offer solutions.
- You will possess a successful track record of quickly building credibility with a wide range of stakeholders, demonstrating sound analytical skills and judgement and helping to resolve conflicts.
- You will be able to inspire those around you through your energy and enthusiasm, offering a genuine desire to be delivery focused.
- You will be a strong communicator, with a clear and concise delivery and a determination to champion the work of the HotSW LEP and act as our ambassador.

- You will possess a knowledge of the economics and structure across the HotSW region, with a clear understanding of the challenges and opportunities facing the HotSW LEP and be determined to take a collaborative approach to making things happen.

### **Terms and Conditions**

- Board Members will be normally appointed for a fixed 6-year term, subject to retaining the confidence of fellow Board members and the HotSW LEP Chair and continuing their association with the HotSW area. The role is un-remunerated. Expenses are only paid for exceptional expenditure for LEP commitments outside our area.
- Board Members will be needed to attend Board meetings once every two months and periodic meetings or events related to their areas of expertise to support LEP activity.

# The Recruitment Process

## How to Apply & Timeframes

### **How to Apply**

To register your interest in this vacancy, please quote 'HotSW LEP Board Member Application' in the subject line and email [janet.powell@heartofswlep.co.uk](mailto:janet.powell@heartofswlep.co.uk) by 31 July 2019 providing a copy of your Resume and a covering letter, outlining the following:

1. What qualities, experience and expertise / skills you would bring to the HotSW LEP Board, if appointed.
2. A brief description of your association with the HotSW region and your relevant local business connections.

Please clearly highlight in the application where you see you can contribute to the LEP and its agenda to grow better jobs and better prosperity.

All applications will receive acknowledgement of receipt, but please note that any conversations with candidates will only take place after the closing date. Please note that possible candidates' applications will be reviewed initially by the LEP's nominations committee and shortlist interviews will take place in August/September 2019. Informal conversations with existing directors might be offered to shortlisted candidates.

**We ask all applicants to also complete our equal opportunities/diversity questionnaire and submit this at the same time as their application.**

### **Diversity**

The LEP values diversity and is committed to promoting equality of opportunity for our employees and job applicants.

We monitor our recruitment and selection practices to fulfil our statutory duty relevant to equality in employment and to ensure our practices are fair, equitable and consistent with the aim of appointing the best person for the job. Recruitment monitoring enables us to take active steps to promote better policy and organisational practice.

The information you supply on this questionnaire will be recorded confidentially on our systems and held for a maximum of 12 months. During this time, it will be used solely for the purposes of monitoring the profile of our job applicants. Access to the data will be restricted to nominated staff within the LEP. If you are appointed, the data will also be used for our records purposes. We aim to ensure all applicants and employees, regardless of circumstances or status, receive equal access to opportunity and fair treatment.

For these reasons it is important that you complete the recruitment monitoring questionnaire and submit this in addition to the application. Once completed, the questionnaire should be returned with your application.

# Confidential

## Equal Opportunities-Recruitment Monitoring

**This form will be kept separate from your application form. It is not referred to during the selection process.**

The Heart of the South West LEP values diversity and is committed to promoting equality of opportunity for our employees and job applicants.

We monitor our recruitment and selection practices to fulfil our statutory duty relevant to equality in employment and to ensure our practices are fair, equitable and consistent with the aim of appointing the best person for the job. Recruitment monitoring enables us to take active steps to promote better policy and organisational practice.

The information you supply on this questionnaire will be recorded confidentially on our systems and held for a maximum of 12 months. During this time, it will be used solely for the purposes of monitoring the profile of our job applicants. Access to the data will be restricted to nominated staff.

If you are appointed, the data will also be used for our records purposes, which includes another legal requirement, workforce monitoring. We aim to ensure all applicants and employees, regardless of circumstances or status, receive equal access to opportunity and fair treatment.

For these reasons it is important that you complete the recruitment monitoring questionnaire in addition to sending in your application. Once completed, the questionnaire should be returned with your application to the address of which is detailed in the Recruitment Information Pack.

Thank you for your co-operation.

## EQUAL OPPORTUNITIES – RECRUITMENT MONITORING

This information will be treated in the strictest confidence

<b>Post Applied for</b>	<b>Reference No:</b>		
<b>Name:</b>	<b>What is your date of birth?</b>		
<b>Are you?</b> Please tick <b>one</b> of the appropriate boxes against each the questions below			
<b>Gender</b>	1. <input type="checkbox"/> Female	2. <input type="checkbox"/> Male	3. <input type="checkbox"/> Prefer not to say
<b>Sexual Orientation</b>	1. <input type="checkbox"/> Bisexual	2. <input type="checkbox"/> Gay /Lesbian	3. <input type="checkbox"/> Heterosexual 4. <input type="checkbox"/> Prefer not to say
<b>Transgender</b>	1. <input type="checkbox"/> Yes	2. <input type="checkbox"/> No	3. <input type="checkbox"/> Prefer not to say
<b>How would you describe your ethnic origin?</b>			
<b>a) White</b>	Z. <input type="checkbox"/> English/Welsh/Scottish/North Irish/British	K. <input type="checkbox"/> Gypsy or Irish Traveller	
	D. <input type="checkbox"/> Irish	Q. <input type="checkbox"/> Any other White Background	
<b>b) Mixed/Multiple Ethnic</b>	H. <input type="checkbox"/> White and Black Caribbean	I. <input type="checkbox"/> White and Black African	
	J. <input type="checkbox"/> White and Asian	S. <input type="checkbox"/> Any other mixed background	
<b>c) Asian or Asian British</b>	E. <input type="checkbox"/> Indian	X. <input type="checkbox"/> Pakistani	G. <input type="checkbox"/> Bangladeshi
	P. <input type="checkbox"/> Chinese	Y. <input type="checkbox"/> Any other Asian background	
<b>d) Black/African /Caribbean/ Black British</b>	T. <input type="checkbox"/> Caribbean	V. <input type="checkbox"/> African	R. <input type="checkbox"/> Any other black background
	A. <input type="checkbox"/> Arab		B. <input type="checkbox"/> Any other group
<b>f) Prefer not to say</b> <input type="checkbox"/>			
<b>Do you consider yourself to have a disability or impairment?</b> Under the Equalities Act 2010, a person with a disability is defined as having a physical or mental impairment which has a substantial, long term effect on their ability to carry out normal day to day activities.			
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Prefer not to say		<input type="checkbox"/>	

If yes, please indicate the nature of your disability.		
<input type="checkbox"/> Physical Impairment	<input type="checkbox"/> Mental Impairment	<input type="checkbox"/> Mobility Impairment
<input type="checkbox"/> Visual Impairment	<input type="checkbox"/> Hearing Impairment	<input type="checkbox"/> Learning Disability
<input type="checkbox"/> More than one Impairment	<input type="checkbox"/> Other	<input type="checkbox"/> Prefer not to say

<b>Which Religious Group do you belong to?</b>				
0 <input type="checkbox"/> Buddhist	1 <input type="checkbox"/> Christian	2 <input type="checkbox"/> Hindu	3 <input type="checkbox"/> Jewish	4 <input type="checkbox"/> Muslim
8 <input type="checkbox"/> Sikh	5 <input type="checkbox"/> No Religion	6 <input type="checkbox"/> Any other religion	7 <input type="checkbox"/> Prefer not to say	

**Thank you for your cooperation.  
Please return the completed questionnaire with your application form.**



## Code of Conduct for Heart of the South West LEP Board Members

1. You are a Board Member of the Heart of the South West Local Enterprise Partnership and hence you shall have regard to the seven Nolan Principles of public life:
  - **Selflessness:** Holders of public office should act solely in terms of the public interest.
  - **Integrity:** Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.
  - **Objectivity:** Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.
  - **Accountability:** Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.
  - **Openness:** Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.
  - **Honesty:** Holders of public office should be truthful.
  - **Leadership:** Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.
2. Accordingly, when acting in your capacity as a Board Member of Heart of the South West 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**

3. 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<sup>1, Appendix A</sup>, 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.
4. 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<sup>2, Appendix A</sup> 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.
5. 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'<sup>3</sup>.
6. 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.
7. 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.

<sup>1</sup> 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. A copy of the table can be found in Appendix A.

<sup>2</sup> A Non-Pecuniary interest is any interest which is not listed in the [Schedule to The Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012 \(No.1464\)](#), a copy of which can be found in Appendix A.

<sup>3</sup> 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.

## **Code of Conduct for Heart of the South West LEP Board Members Member's declaration and signature**

By signing my name below, I certify that I have read the above information. Any questions concerning these policies have been discussed. My signature also certifies my understanding of and agreement with the above policies. A photocopy of this document is as valid as the original. You may receive a copy of this document upon request.

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