



Leicester and Leicestershire LSIP Project Declaration Pack

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1. Conflict of Interest Policy

Leicester and Leicestershire Local Skills Improvement Plan (LSIP) Key Personnel & Sub-Contractors will strive to avoid any conflict of interest between the interests of East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire) (from hereon referred to as 'The Chamber') and the LSIP Programme on the one hand, and any personal, professional, and business interests of those Key Personnel and Sub-Contractors on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the Chamber's decision-making process, to enable the Chamber's stakeholders, members and those contracting the Chamber to provide services to have confidence in our integrity, and to protect the integrity and reputation of staff, management and sub-contractors. A condition of this policy is that the Register of Conflict of Interest must be completed by all Leicester and Leicestershire LSIP Key Personnel & Sub-Contractors and that this Register is regularly reviewed, updated and made available for relevant parties to view. All LSIP Key Personnel & Sub-Contractors must declare any conflicts of interest, in a timely manner, using the Conflicts Register. Conflicts that should be disclosed include, but are not limited to, relationships, posts held or paid services provided that could potentially result in a conflict of interest. These can be actual or perceived conflicts of interest.

During meetings or Leicester and Leicestershire LSIP's related activities, Key Personnel & Sub-Contractors must disclose any interests in a transaction, decision or activity that may conflict with the best interests the Chamber or the Leicester and Leicestershire LSIP programme or where there is a potential for a conflict of interests between two organisations that Key Personnel & Sub-Contractors are involved with. After disclosure, the person concerned may not be able to take part in the decision making or be involved with specific aspects of the LSIP programme depending on the judgement of the Chamber's senior management team. Any such disclosure and the subsequent actions taken will be noted in the LSIP's Register of Conflict of Interests This policy is meant to supplement good judgment, and staff, volunteers and management committee members should respect its spirit as well as its wording.



2. LSIP Project Non-Disclosure Agreement Applicable to all LSIP Key Personnel & Sub-Contractors

The Discloser – The Chamber

The Recipient – All Leicester and Leicestershire LSIP Key Personnel and Sub-Contractors

The Purpose – Leicester and Leicestershire LSIP Project commissioned by the Department of Education

1. The Discloser intends to disclose information (the Confidential Information) to the Recipient for the purpose of carrying out, on behalf of the Department of Education, the LSIP Project – commencing September 2022 (the Purpose).
2. The Recipient undertakes not to use the Confidential Information for any purpose except the Purpose, without first obtaining the written agreement of the Discloser.
3. The Recipient undertakes to keep the Confidential Information secure and not to disclose it to any third party except to those directly involved with the Marches LSIPS Project who need to know the same for the Purpose, who know they owe a duty of confidence to the Discloser and who are bound by obligations equivalent to those in clause 2 above and this clause 3.
4. The undertakings in clauses 2 and 3 above apply to all of the information disclosed by the Discloser to the Recipient, regardless of the way or form in which it is disclosed or recorded but they do not apply to: a) any information which is or in future comes into the public domain (unless as a result of the breach of this Agreement); or b) any information which is already known to the Recipient and which was not subject to any obligation of confidence before it was disclosed to the Recipient by the Discloser.
5. Nothing in this Agreement will prevent the Recipient from making any disclosure of the Confidential Information required by law or by any competent authority.
6. The Recipient will, on request from the Discloser, return all copies and records of the Confidential Information to the Discloser and will not retain any copies or records of the Confidential Information.
7. Neither this Agreement nor the supply of any information grants the Recipient any licence, interest or right in respect of any intellectual property rights of the Discloser except the right to copy the Confidential Information solely for the Purpose.
8. The undertakings in clauses 2 and 3 will continue in force for 3 years from the date of this Agreement.
9. This Agreement is governed by, and is to be construed in accordance with, English law. The English Courts will have non-exclusive jurisdiction to deal with any dispute which has arisen or may arise out of, or in connection with, this Agreement.



3. Nolan Principals

Applicable to all LSIP Key Personnel and Sub-Contractors

As the project is on behalf of the Department of Education it is deemed correct that all those involved should agree to abide by the Nolan Principals.

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder. The principles also apply to all those in other sectors delivering public services.

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

1.2 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 in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

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

1.4 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.

1.5 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.

1.6 Honesty Holders of public office should be truthful.

1.7 Leadership Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.

4. Conflict of Interest Register – last updated 01/02/23

Name	LSIP Involvement	Organisation	Declarations/Potential Conflicts of Interest
Chris Hobson	Project Director	East Midlands Chamber	Member of Leicester and Leicestershire Skills Advisory Panel; Policy Director at East Midlands Chamber – will support use LSIP findings to support members; Trustee of Randal Charitable Trust
Scott Knowles	Chamber Chief Executive and Board Member	East Midlands Chamber	Director, British Chambers of Commerce; Director, East Midlands Chamber (Derbyshire, Nottinghamshire, Leicestershire); Director, Leicestershire Chamber of Commerce Ltd; Director, Business Builder Ltd; Director, Leicestershire business Awards Ltd; Director, North East Derbyshire Business Developments Ltd; Director, Derbyshire Enterprise Agency Ltd; Director, LCCI No.1 Ltd
Pieter Eksteen	Project Coordinator	East Midlands Chamber	Member of Leicester and Leicestershire Skills Advisory Panel; Education and Business Partnership Manager at East Midlands Chamber
Harsh Shah	Business Insight Lead	East Midlands Chamber	Knowledge Transfer Associate from De Montfort University up to 31/03/23
Dr Gareth Thomas	Stakeholder Manager (Sub-contractor)	Skills and Employment Support Limited	Member of Leicester and Leicestershire Skills Advisory Panel (for IoD); Independent Adviser to several Independent Training Providers (non-local). Skills Consultant to Leicester and Leicestershire Enterprise Partnership.
Nicola Bateman	Visualisation Lead (Sub-contractor)	University of Leicester	None