**The Worcestershire Local Skills Improvement Plan (WLSIP) Conflicts of Interest Policy**

We recognise that, by the very nature of the WLSIP activity there will be conflicts of interest. As the designated Employer Representative Body (ERB) we are required to publish and maintain a Conflict of Interest policy and a Register of Interests.

This policy will ensure employees, members, volunteers, and consultants declare any Conflicts of Interest and will be excluded from any discussion or decision making related to the matter concerned.

In the event of any perceived, potential and/or actual Conflict of Interest the ERB will notify the DfE without delay and will immediately take all necessary steps to rectify the situation and notify the DfE of the action taken. The ERB will comply with any additional measures that the DfE may require.

**Although employee, members, volunteers and consultants do not have any direct financial decision-making responsibilities, they may have significant influence on the LSIP report, project activities and recommendations. It is therefore essential that any member who may have a pecuniary or non-pecuniary benefit from any discussions or decisions declares those at the outset (through the Conflict-of-Interest register) and again prior to any relevant discussion to enable potential conflicts to be recognised and managed appropriately.**