**Worcestershire LSIP Project**

**Declaration Pack for Board and Senior Project Staff**

* **Conflict of Interest Policy**
* **Worcestershire LSIP Project Non-Disclosure Agreement**
* **Conflict/Declaration of Interest Register**

**Conflict of Interest Policy Worcestershire LSIP Project**

The Worcestershire LSIP Board Members will strive to avoid any conflict of Interest between the interests of Herefordshire & Worcestershire Chamber of Commerce on the one hand, and personal, professional, and business interests of individual LSIP Board Members 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 Herefordshire & Worcestershire Chamber of Commerce’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, sub-contractors, board and sub-board members. A condition of this policy is that the Register of Conflict of Interest must be completed by all Worcestershire LSIP Board Members and that this Register is to be reviewed regularly and updated and that the register be shared with all relevant parties.

All LSIP Board members 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, such as deemed by other Board Members, the Chamber or others directly involved in the LSIP programme.

During meetings or Worcestershire LSIP related activities, the Board Members must disclose any interests in a transaction, decision or activity that may conflict with the best interests of Herefordshire & Worcestershire Chamber of Commerce and the Worcestershire LSIP programme, or where there is a potential for a conflict of interests between two organisations that the Board Members 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 Worcestershire LSIP programme depending on the judgement of the Worcestershire LSIP Board or Herefordshire & Worcestershire Chamber of Commerce’s senior management team.

Any such disclosure and the subsequent actions taken will be noted in the Worcestershire LSIP register of Conflict of Interests.

This policy is meant to supplement good judgement, and staff, volunteers and management team members should respect its spirit as well as its wording.

**Worcestershire LSIP Project Non-Disclosure Agreement**

**Applicable to all LSIP Board Members**

**The Discloser** –Herefordshire & Worcestershire Chamber of Commerce

**The Recipient** – All Worcestershire LSIP Board Members duly signing this document

**The Purpose** – Worcestershire LSIP Project commissioned by the Department for 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 for Education, the Worcestershire 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 Worcestershire LSIP 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:
   1. Any information which is or in future comes into the public domain (unless as a result of the breach of this Agreement); or
   2. 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 bylaw 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 and 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.

**Worcestershire LSIP**

**Board member and Key Personnel**

**Conflict of Interests Register**

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| **Name** | **Organisation** | **Declarations & Potential Conflict of Interests** |
| Gail Hatfield  (Board Chair) | Kimal PLC | * Trustee for Mercian Educational Trust |
| Cat Lewis  (Board Vice Chair) | Kidderminster College Group | * Employment at Kidderminster College Group |
| Carl Arntzen  (Board) | Worcester Bosch Group | * Chair of Greater Birmingham & Solihull Institute of Technology |
| Ben Mannion  (Board) | Hewett recruitment | * None |
| Simon Hyde  (Board) | FAUN Zoeller (UK) Ltd | * Governor of Kidderminster College * Trustee of Bordesley Multi Academy Trust * Chair & Trustee of the Power Up Mentor Foundation |
| Hannah Owen (Board) | Indra | * None |
| Gary Woodman  (Board) | Worcestershire LEP | * Governor of Heart of Worcestershire College |
| Kim Sales  (Board) | NHS Herefordshire & Worcestershire | TBC |
| Stuart Laverick  (Board) | Heart of Worcestershire College | * Employment at Heart of Worcestershire College |
| Kim Cook  (Board) | Worcestershire Training Providers Association | * Employment within a training provider orgnaisation |
| Angela Joyce  (Board) | Warwickshire College Group | * Employment at Warwickshire College Group |
| Vikki Greenfield  (Board) | University of Worcester | * Employment at University of Worcester |
| Robert Elliot  (Board/Staff) | Herefordshire & Worcestershire Chamber of Commerce | * Member of Worcestershire LEP * Member of Worcestershire Employment & Skills Board * Member of Re-Wyre Board in Wyre Forest District * The Chamber as a training provider within Worcestershire |
| Lauren Ashford  LSIP Project Manager  (Staff) | Herefordshire & Worcestershire Chamber of Commerce | * The Chamber as a training provider within Worcestershire |
| Steve Collins  LSIP Project Executive  (Staff) | Herefordshire & Worcestershire Chamber of Commerce | * The Chamber as a training provider within Worcestershire |