

Staffordshire Local Skills Improvement Plan

Declaration Pack for Board and Senior Project Staff:

1. Conflict of Interest Policy
2. Staffordshire LSIPS Project Non-Disclosure Agreement
3. Nolan Principals
4. Conflict of Interest Register

1. Conflict of Interest Policy

The Staffordshire LSIP's Board Members, Sub-Board Members, Staff & Sub-Contractors will strive to avoid any conflict of interest between the interests of Staffordshire Chamber of Commerce on the one hand, and personal, professional, and business interests of individual LSIP's Board Members, Sub-Board Members, Staff & Sub-Contractors member 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 Staffordshire 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 Staffordshire LSIP's Board Members, Sub-Board Members, Staff & Sub-Contractors members at induction and that this Register is to regularly review and updated and that the register be shared with all relevant parties.

All LSIP's Board Members, Sub-Board Members, Staff & Sub-Contractors 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's programme.

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

Any such disclosure and the subsequent actions taken will be noted in the Staffordshire 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. Staffordshire LSIPS Project Non-Disclosure Agreement

Applicable to all LSIP's Board Members, Sub-Board Members, Staff & Sub-Contractors members

The Discloser – Staffordshire Chamber of Commerce

The Recipient – All Staffordshire LSIP's Board Members, Sub-Board Members, Staff & Sub-Contractors duly signing this document

The Purpose – Staffordshire LSIPS 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 Staffordshire LSIPS 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 Staffordshire 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's Board Members, Sub-Board Members, Staff & Sub-Contractors members.

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

LSPIPS Governance List	Status	Company
Sara Williams	Stakeholder	Staffordshire Chamber of Commerce
David Poole	Stakeholder	Staffordshire County Council/Skills Advisory Panel
Craig Hodgson	Provider	NSCG
Lisa Capper	Provider	Stoke College
Martin Jones	Provider	Staffordshire university/Skills Advisory Panel/Local Enterprise Partnership
Victoria Sylvester	Provider	Staffordshire Partnership for Employment and Skills
Anthony Baines	Stakeholder	Staffordshire County Council/Skills Advisory Panel/Local Enterprise Panel
Claire Boliver/Kirk Hookham	Provider	South Staffordshire College
Lara Day	Employer	Seven Trent Water Ltd
Paul Fergusson	Employer	JPR Group
Lee White	Employer	Sterling Transport Consultancy
Kate Anderson	Employer	Johnson Tiles
Stuart Powell	Employer	Roadside Safety Ltd
carol Huggins	Employer	Erwin Hymers
Mary Walker	Employer	Elm Group
Steve Tellwright	Employer	Capula

Alison Hodgens	Employer	Stone Group
John Tudor	Employer	Access Covers
Fiona Rouse	Employer	Pi-Kem