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## **EM3 (Including all of Surrey) Local Skills Improvement Plan – Conflict of Interest Policy- revised June 2023**

### **Purpose**

Local Skills Improvement Plan (LSIP) Steering Group members and Surrey Chambers of Commerce LSIP team, acting as officers on the LSIP project, have a legal obligation to act in the best interests of the organisation, and in accordance with the organisation's policies and procedures. A conflict of interest is any situation in which EM3 (including all of Surrey) LSIP Steering Group members or officers' personal interests, or interests that they owe to another body, may (or may appear to) influence or affect their decision making. This policy explains how LSIP Steering Group members and officers involved in decision making should declare and manage commercial, actual, and potential conflicts of interest. LSIP Steering Group members and officers are personally responsible for declaring interests and avoiding perception of bias that may or may not affect the EM3 (including all of Surrey) LSIP and by association Surrey Chambers of Commerce's reputation.

### **Register of Interests**

A Related Party Transactions form must be completed by all LSIP Steering Group members and officers within 30 days of taking office. The Related Party Transactions form for LSIP Steering Group members and LSIP team to be reviewed on an annual basis.

### **Managing Conflicts**

At the start of each LSIP Steering Group meeting the Chair will request all group members, officers and another person present declare if they have a conflict of interest in any items on the agenda. Should a conflict be identified then non-conflicted members will consider what the risk is to decision making, if the conflicted members interest is a low or high risk and what steps need to be taken to manage the conflict. Steps to manage the conflict may include excluding the conflicted member or officer from discussions and should be asked to leave the room at this point or excluding the conflicted member or officer from decision-making in relation to the matter while the conflict exists. In the case of a conflict of interest that is of a sensitive nature, any information deemed as sensitive will be redacted from all publicised minutes.

**Version control:**

Version	Date
Version 1– 2022	September 2022
Version 2 - 2023	June 2023