

Conflict of Interest policy – Kent & Medway Local Skills Improvement Plan (LSIP)

The following policy sets out how conflicts of interests are managed by Kent Invicta Chamber of Commerce as the Employer Representative Body (ERB) chosen by the Department for Education to deliver the Kent & Medway LSIP.

Concerned Parties

The policy applies to the following: Concerned Parties:

- Members of staff working on the LSIP;
- Consultants to the LSIP;
- Members of the Kent & Medway LSIP Solutions Panel;

Concerned Parties should ensure that when working on the LSIP, they act in the best interests of the organisation, and in accordance with the policies and procedures in place.

A conflict of interest is any situation in which Concerned Parties have personal interests, or interests that they owe to another body, which may (or may appear to) influence or affect their decision making.

Concerned Parties are responsible for declaring interests and avoiding perception of bias in their role for the Kent & Medway LSIP.

Register of Interests

All Concerned Parties should complete a register of interest form when becoming a concerned party, or as soon as practical thereafter if they have any conflicts to declare. Register of interest forms will be reviewed on an annual basis.

Managing Conflicts

At the start of each Solutions Panel meeting, the Chair will request all members and persons 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.

Any other conflicts of interest identified during specific discussions or meetings will be recorded, respecting confidentiality, in a dedicated register.

Steps to manage the conflict may include excluding the person with the conflict of interest from discussions and/or excluding the person from decision-making in relation to the matter while the conflict exists.

Kent & Medway LSIP - 2022