

CONFLICT OF INTEREST PROCEDURES

Introduction

1. Tees Valley Combined Authority (TVCA) Board Members should act impartially and should not use their position on the board to further their personal or private interests. It is therefore good practice to have a set of clear procedures for dealing with any conflicts of interest, which may occur during business, whether at the Combined Authority Board or the Sub Boards.
2. The purpose of this note is to advise TVCA Board Members what is meant by a “conflict of interest” and to set out procedures for dealing with such conflicts if they occur.
3. Board Members, have approved and thereby agreed to be bound by the TVCA’s Code of Conflict, as required by the Localism Act, 2011. Within that Code are requirements relating to the declaration and registration of personal non-prejudicial and personal/prejudicial interests. TVCA Board Members should have regard to all the requirements of the Code when considering TVCA business.

Definition

4. A conflict may be defined as an interest in any TVCA business which relates to or is likely to affect the financial, commercial, professional or personal interests of an individual member, their relatives, close associates, employer, any firm in which they are a partner, any company of which they are Directors, or the organisation they are representing on TVCA.
5. An example of a conflict of interest could be a business representative influencing a decision that will be of financial benefit to that members business or another business that they have an interest in.
6. The responsibility for declaring an interest and for withdrawal from the meeting room and not improperly influencing a decision on a partnership matter rests with the individual Board Members.

Basic Principles

7. In conducting its business, TVCA requires all partner organisations, and their representatives, to act in the overall interests of TVCA and its schemes.

8. Partners should accept a collective responsibility for the effective delivery of the funding programmes, which over-rides any individual interests (corporate or personal).
9. Partners should declare an interest when involved with partnership business and act at all times in good faith, in the best interest of the schemes and the local area.

Procedures

10. In conducting TVCA business, the following procedures will be applied:
 - (i) A standing item, regarding conflicts of interest, will be included on each agenda at the start of TVCA meetings. All members should declare the existence and nature of any interests at this point. Details of the declaration will be recorded in the Board's minutes. If members arrive part way through a meeting they should declare any interest at the start of the relevant item or as soon as it becomes apparent that they have an interest;
 - (ii) TVCA will maintain a register of such declared interests, detailing the nature and extent of such an interest;
 - (iii) Where a conflict of interest occurs, the Board member should withdraw from the meeting room whilst the relevant business is being considered / determined and, must not vote or otherwise improperly influence decisions on that business;
 - (iv) In respect of collective decisions, such as partnership quarterly grant claims or the approval of annual delivery plans, partnership members should consider the issues in respect of the other elements of the schemes and not their own projects or interests. In practice, this means that within the context of an overall scheme decision, members should vet each other's claim or submission.

In the case of Local Authority Board Members they should consider whether they have a personal non-prejudicial or personal/prejudicial interest in any matter, as defined in the TVCA's Code of Conduct. Where a member has a prejudicial interest in a matter they should leave the meeting room and must take no part in the discussion or voting on the business concerned.

If partnership members require further advice on conflicts of interest, they should contact **Linda Edworthy, Director – Strategy & Investment - at Tees Valley Combined Authority Tel: (01642) 527092.**

Advice regarding TVCA's Code of Conduct can be obtained from the **TVCA's Monitoring Officer, David Bond at Stockton Borough Council Tel (01642) 527060.**