

Buckinghamshire Business First (BBF) Local Skills Improvement Plan Conflict of Interest Policy

Last updated July 2023

It is the policy of Buckinghamshire Business First to maintain principles of openness, fairness and impartiality and to avoid conflicts of interest in relation to the Buckinghamshire Local Skills Improvement Plan.

Purpose

The purpose of this policy is to protect the interests of Buckinghamshire Business First (BBF) and its work as the designated Employer Representative Body for the Local Skills Improvement Plan (LSIP). Its scope extends to all parties actively involved in the delivery of the LSIP including: BBF employees, contractors and third parties including volunteers engaged in the delivery of the LSIP and Skills Advisory Panel members. It acknowledges that these parties may have the opportunity to advance their own personal interests with or against the interests of the LSIP. We will seek to ensure that all relevant interests are disclosed and that all individuals working for or on behalf of Buckinghamshire Business First on the development of the LSIP comply with this policy and raise any matters of concern.

What is a conflict of interest?

A conflict of interest is where one of these parties engages in any activity or obtains any financial, economic or other personal interest (directly or indirectly), which might (or might be perceived to) compromise their impartiality and independence in the context of performing the LSIP activity. A conflict of interest can occur when an individual or organisation is put in a situation or circumstance that impacts their ability to apply judgement or act in their role in relation to the LSIP, or could be, impaired or influenced by a secondary interest. Even if the individual or organisation does not actually benefit, a conflict can still occur if it appears a decision may have been influenced. The perception of competing interests, impaired judgement or undue influence can also be a conflict of interest.

Record keeping

Our employees are required to complete a Declaration of Interest form on commencement of employment and annually thereafter. They are also required to declare any change of circumstance immediately and raise any concerns or potential issues as they arise. Additionally at the start of each LSIP meeting the Chair will request all attendees present to declare if they have a conflict of interest in relation to 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.

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Steps to manage the conflict may include excluding the conflicted member from discussions or excluding the conflicted member 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.

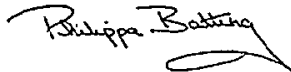
The employee Register of Interest will be retained by Buckinghamshire Business First along with the meeting minutes. As the Designated Employer Representative Body we will publish and maintain this Conflict of Interest policy and Register of Interests.

If any Third Party is aware of any activity by any worker which might lead to, or suggest, a breach of this policy, they should raise their concerns with Buckinghamshire business First's Head of Operations, Sarah Randall by emailing sarahr@bbf.uk.com.

As the Designated Employer Representative Body Buckinghamshire Business First must and will notify the Department for Education (the Department) of any perceived, potential and/or actual conflict of interest immediately we become aware of it, and immediately take all necessary steps to rectify the situation and notify the Department of the action taken. As the Designated Employer Representative Body we must also comply with any additional measures that the Department may require.

Approved for: Philippa Batting

Signed:



Dated:

20th July 2023

Buckinghamshire Local Skills Improvement Plan (LSIP) Register of Interests

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Name	Position	Company/Business/Firm/ Person with whom you may be regarded as having an interest	Nature of Interest
Philippa Batting	Managing Director	Buckinghamshire Local Enterprise Partnership	Director
		Buckinghamshire Disability Service (BUDS)	Trustee
Heather Dean	Head of Skills and Business Support	NONE	
John Browning	Head of Funding Acquisition and Business Development	NONE	
Martin-Christian Kent	Research and Skills Consultant	NONE	

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