

## **Arthur Hill – Save Our Swimming CIC Conflicts Of Interest Policy**

This policy applies to the directors and all staff.

### **Why we have a policy**

The directors have a legal obligation to act in the best interests of Arthur Hill – Save Our Swimming CIC and in accordance with the company's governing document, and to avoid situations where there may be a potential conflict of interest. Staff and volunteers have similar obligations.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of the company. Such conflicts may create problems; they can:

- inhibit free discussion
- result in decisions or actions that are not in the interests of the company
- risk the impression that the company has acted improperly and damage our reputation.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

### **The declaration of interests**

Accordingly, we are asking directors and all staff to declare their interests, and any gifts or hospitality offered and received in connection with their role in the company. A declaration of interests form is provided for this purpose, listing the types of interest you should declare. To be effective, the declaration of interests needs to be updated at least annually, and when any material changes occur.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the company secretary for confidential guidance.

This register of interests shall be used to record all gifts of a value over £25 and hospitality over £25 received by the directors and staff while on the company's business, or from people or organisations connected with the company. Gifts should not be accepted from anyone seeking a contract with the company.

Interests and gifts will be recorded on the company's register of interests, which will be maintained by the company secretary. The register will be accessible by directors and company members on request. Anybody whose interests are recorded shall be provided with a copy of their entry in the register on request.

### **Data protection**

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that directors and all staff act in the best interests of the company. The information provided will not be used for any other purpose.

### **What to do if you face a conflict of interest**

If you believe you have a perceived or real conflict of interest you should:

- declare the interest at the earliest opportunity and at the beginning of any relevant meeting.
- withdraw from discussions and decisions relating to the conflict.

The company secretary should take special care to ensure that minutes or other documents relating to the item presenting a conflict are appropriately redacted for the person facing the conflict. A balance needs to be made to ensure that the person still receives sufficient information about the activities of the company generally without disclosing such sensitive information that could place the individual in an untenable position.

There are situations where you may participate in discussions from which you could indirectly benefit, for example where your benefit is minimal. This action will be agreed by the chair and minuted accordingly.

If you fail to declare an interest that is known to the company secretary and/or the chair of the board, the company secretary or chair will declare that interest.

### **Decisions taken where a director or member of staff has an interest**

In the event of the board having to decide upon a question in which a director or member of staff has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested board members may not vote on matters affecting their own interests.

All decisions under a conflict of interest will be recorded by the company secretary and reported in the minutes of the meeting. The report will record:

- the nature and extent of the conflict
- an outline of the discussion
- the actions taken to manage the conflict.

Where a director benefits from a decision, this will be reported in the annual report and accounts.

All payments or benefits in kind to directors will be reported in the company's accounts and annual report, with amounts for each director listed for the year in question.

Where a member of the company's staff is connected to a party involved in the supply of a service or product to the company, this information will be fully disclosed in the annual report and accounts.

### **Managing contracts**

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.

**Arthur Hill – Save Our Swimming CIC  
Declaration of interests form**

I ..... as employee/director\* [\*delete as appropriate] of Arthur Hill – Save Our Swimming CIC have set out below my interests in accordance with the organisation’s conflicts of interest policy.

<b>Category</b>	<b>Please give details of the interest and whether it applies to yourself or, where relevant, a member of your immediate family, connected persons or some other close personal connection</b>
Current employment and any previous employment in which you continue to have a financial interest.	
Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals etc.	
Membership of any professional bodies, special interest groups or mutual support organisations.	
Investments in unlisted companies, partnerships and other forms of business, major shareholdings and beneficial interests.	
Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months.	
Any contractual relationship with the company.	
Any other conflicts that are not covered by the above.	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

Signed:

Position:

Date

Adopted: 15 February 2017

Review date: February 2018