

## **Policy on Conflicts of Interest**

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| Responsible Officer | Chief Executive   |
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| First published     | 11 April 2017     |
| Current version     | April 2021        |
| Review Date         | April 2023        |

## **Introduction**

All Board Members of the Sport and Recreation Alliance will strive to avoid any conflict of interest between the interests of the Alliance on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the Alliance's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of our Board Members and the Alliance.

Examples of conflicts of interest include:

- 1 A Board Member who is also involved with a Member who must decide whether Membership fees should be increased.
- 2 A Board Member who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
- 3 A Board Member who is also on the committee of another organisation that is competing for the same funding.
- 4 A Board Member who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

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

- inhibit free discussion
- result in decisions or actions that are not in the interests of the Alliance
- risk the impression that the organisation has acted improperly.

## **The Declaration of Interests**

Accordingly, we are asking Board Members to declare their interests, and any gifts or hospitality offered and received in connection with their role in the organisation. A declaration of interests form is provided annually for Directors to complete listing the types of interest they should declare.

A register of Directors' interests, compiled from their annual declarations, is provided on the website for information and updated quarterly.

## **Privacy Policy**

The information provided will be processed in accordance with our privacy policy. You can find out more information about this on our [website](#). 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
- withdraw from discussions and decisions relating to the conflict.

The Company Secretary will 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 Alliance generally without disclosing such sensitive information that could place the individual in an untenable position.

There are situations where Board Members may still participate in discussions from which they could indirectly benefit, for example where the benefits are universal to all Board Members, or where their benefit is minimal. This action will be agreed by the Chair and minuted accordingly.

**Decisions taken where a Board Member has an interest**

In the event of the Board having to decide upon a question in which a Board Member 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 [currently four].

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.

All payments or benefits in kind to Board Members will be reported in the Alliance's accounts and annual report, with amounts for each Board Member listed for the year in question.

**Board Committees**

Whilst this Policy applies to all Directors appointed/elected to the Board of the Sport and Recreation Alliance (Alliance) it should be noted that it will also apply to any members appointed to the Board's sub-committees.

February 2019