



# BLEWBURY AMAZONS CONFLICT OF INTEREST POLICY

Approved by the Members on 16 July 2024

## Committee members and conflicts of interest

The Amazons Committee will make decisions based only on what's best for the Club. We do not allow personal interests, or the interests of people or organisations connected to Committee members, to influence these decisions.

There are 2 common types of conflict of interest:

- **Financial conflicts** - when a Committee member, or person or organisation connected to them, could get money or something else of value as the result of a Committee decision. This does not include the payment of expenses.
- **Loyalty conflicts** – when a Committee member may not be able to put the best interests of the Club ahead their own personal best interests or the best interests of a person or organisation to whom or to which they have a close connection.

Generally, a conflict of interest will potentially occur when a Committee member has a connection to another organisation or person that the Club has a financial or other working arrangement with, either as:

- Family – his or her partner, child etc
- Organisation – as a director, trustee, shareholder, owner of the business or similar.

## Identifying conflicts of interest

Conflict of interest is a standing item on all Committee agendas; the Chair will remind Committee members at the start of each meeting that any interests must be declared.

A record of any professional or personal interest that may make it difficult for a Committee member to fulfil their duties impartially, or may create an appearance of impropriety, in relation to any item on the agenda for that day's meeting, is to be noted in the minutes of the meeting. Specifically:

- If a Committee member is in any way, directly or indirectly, interested in a proposed transaction or arrangement with the Club, s/he must declare the nature and extent of that interest to the other Committee members

- If a declaration of interest proves to be or becomes inaccurate or incomplete, a further declaration must be made
- Any required declaration of interest must be made before the Club enters into the transaction or arrangement
- A declaration is not required in relation to an interest of which the Committee member is not aware or where the Committee member is not aware of the transaction or arrangement in question. For this purpose a Committee member is treated as being aware of matters of which s/he ought reasonably to be aware.

If a Committee member states a conflict of interest s/he will normally be required to leave the meeting while the relevant agenda item is discussed.

## Potential conflicts of interest

A Club may pay or offer other material benefits to one or more of its Committee members to provide services to the club, where the Committee reasonably believes it to be in the Club's best interests to do so. The services in question must be ones which the club Committee member provides in addition to carrying out normal Committee member duties. Any such proposal would be treated on a case for case basis and would only be approved subject to compliance with the Club's Constitution.

Where an individual is not part of the decision-making process, there is no direct conflict of interest. However, where he/she has a relationship with the organisation, or is an individual Committee member, the perception could arise that the Committee has not acted in the Club's best interests, because of this.

## Managing conflicts of interest

To manage these issues, the Committee will ask themselves these kinds of questions:

- Is this the best use we might make of our limited resources?
- Are there others, in terms of cost, quality, availability etc, who would be the best provider?
- Would this give rise to the perception that the Committee has acted in the best interests of individual Committee members rather than the Club as a whole?

## Recording Committee decisions on conflicts

Conflicts of interest will be recorded in the minutes, together with the key points and decision(s) made, in sufficient detail to enable a reader to understand the issue and the basis on which the decision was made.

## Club members and conflicts of Interest

The policy and process set out in this document shall also apply to decisions of the Club's members. Any member who has a potential or actual conflict of interest in a decision of the Club's members must declare it and withdraw from the decision-making process on that issue.