

DECLARATION OF INTEREST POLICY

1 Introduction

- 1.1 The following policy is designed to provide guidance in the completion and use of Declarations of Interest.
- 1.2 The policy should be reviewed annually and changes made where necessary.

2 Completing Declarations of Interest

- 2.1 All employees and directors are required to complete a 'Declaration of Interest'. Any members who are involved in making decisions for the Association are also required to complete a declaration.
- 2.2 The declaration of interest is to be prepared on the agreed form. A copy of the agreed form can be obtained from the Administrator (Appendix 1)
- 2.3 A declaration of interest must be completed:
 - a) On date of appointment
 - b) Annually, at the end of the financial year
 - c) When significant changes occur
- 2.4 When completing the declaration employees, directors and members are required to indicate details of:
 - a) Membership in related organisation
 - b) Posts held at related organisation
 - c) Employment details
 - d) Ownership of organisations
 - e) Benefits obtained from related organisations
- 2.5 Details of the previous five years should be included. Further details may be included, at the discretion of the employee/director/member.

3 Use of Declarations of Interest

- 3.1 The collection, compiling and administration of Declarations of Interest are the responsibility of the Chief Executive.
- 3.2 Each Declaration of Interest should be retained in a file and kept in a secure location.
- 3.3 All Declarations of Interest must be retained at Head Office and available to hand at any point in time.
- 3.4 Due to the sensitivity of the information contained within the Declarations of Interest they are only available to authorised parties. The authorised parties would include:
 - a) Directors
 - b) Appointed employees
 - c) External Auditors
 - d) Legal Advisors
- 3.5 The Chair is to review the Declarations of Interest regularly to ensure that he/she is familiar with the interest of all employees, directors and members.
- 3.6 A yearly review should be performed on the operations of the Association to ensure the Association has not been dealing with parties included within the Declarations of Interest. There may be situations where authority has been granted to deal with related parties.
- 3.7 Dealings with related parties should be disclosed in the Association's end of financial year accounts.

4 Declarations Used in Operations

- 4.1 When decisions are being made for the Association, the Declarations of Interest of all decision makers need to be considered. It is suggested for important decisions a full review of the Declarations of Interest are performed.
- 4.2 It is the responsibility of employees, directors and members to disclose if they believe a potential conflict of interest may exist, or would be perceived to exist if they continue to be involved in the decision being made.
- 4.3 If the interest is significant the employee/director/member must withdraw from the decision making process.
- 4.4 The disqualified employee/director/member, if required, can provide information to the decision makers. This information should not be the sole source of information obtained. Permission for the disqualified person to provide information should be agreed by all eligible decision makers.

- 4.5 If it is identified that there is a conflict of interest, the related party is not necessarily excluded from the final decision. The final decision can be in favour of the related party; however formal procedures should be followed to ensure that an unbiased decision is made.

5 Other Issues

- 5.1 Employees, directors and members are not permitted to encourage related parties to actively see dealings with the Association.
- 5.2 Employees, directors and members are not permitted to become involved in discussions on the results of decisions with related parties
- 5.3 Employees, directors and members are not permitted to disclose the operations of the Association to a related party.
- 5.4 Employees, directors and members are not permitted to become involved in discussions with a related party about the operations of the Association.
- 5.5 Employees, directors and members must not use their position within the Association to further their private interests.