DECLARATION OF INTEREST FORM

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| --- | --- |
| Name: |  |
|  |  |
| Position: |  |
|  |  |

I , declare as a Trustee and Board member or a member of staff of Active Humber that I hold the following personal and/or pecuniary interest(s):

|  |  |
| --- | --- |
| **Pecuniary interests** | **Please provide details of the interest** |
| Current employment |  |
| Businesses (of which I am a partner or sole proprietor) |  |
| Company directorships – details of all companies of which I am a director |  |
| Charity trusteeships – details of all companies of which I am a trustee |  |
| Membership of professional bodies, membership organisations, public bodies or special interest groups of which I am a member and have a position of general control or management |  |
| Gifts or hospitality offered to you by external bodies while acting in your position as a governor/trustee and whether this was declined or accepted in the last 12 months |  |
| Contracts offered by you for the supply of goods and/or services to the trust/school |  |
| Any other conflict |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Personal interests** | **Name** | **Relationship to me** | **Organisation** | **Nature of the interest** |
| Immediate family/close connections to governor/trustee |  |  |  |  |
| Company directorships or trusteeships of family/close connections to governor/trustee |  |  |  |  |

To the best of my knowledge the information supplied above is correct and complete. I understand that it is my responsibility to declare any conflict of interest/loyalty, business or personal that relates directly or indirectly, to myself or any relation in any contract, proposed contract or other matter when present at a meeting at Active Humber where such contract or matter comes under consideration. I understand that I must withdraw from any meeting during the discussion of such contract or matter and must not vote in respect of it.

I agree to review and update this declaration annually and give consent for the information provided to be used in accordance with Active Humber conflicts of interest policy.

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| Signed: |  |
| Date: |  |

**Guidance Notes**

Trustees and staff have a legal duty to act only in the best interests of Active Humber. Where a situation arises in which they cannot do this due to a personal interest they have, steps should be taken to identify, prevent and record the conflict. This ensures Trustees and staff are acting in the best interests of Active Humber.

In the declaration above, you must provide details relating to:

* Your ownership or partnership of a company or organisation which may be used by Active Humber to provide goods or services;
* Goods or services you offer which may be used by Active Humber;
* Any close relation you have to someone who satisfies either of the above;
* Any close relationship you have to someone who is employed by Active Humber.

**Pecuniary Interests**

Generally, Trustees and staff should not participate in any discussions in which they may directly or indirectly benefit from a pecuniary. A direct benefit refers to any personal financial benefit and an indirect benefit refers to any financial benefit you may have by a relationship to someone who stands to gain from a decision of Active Humber. Both direct and indirect interests must be declared.

**Non-pecuniary Interests (Conflicts of loyalty)**

There may be a non-pecuniary interest whereby the Trustee and member of staff does not stand to gain any benefit, but a declaration should still be made. For example, this might be where a Trustee has a family member working in Active Humber. While the Trustee might not benefit personally, their judgment could be impaired if something was brought up that would affect the family member.

**Handling the Conflict**

The Active Humber board must decide as to whether they should take steps to remove the conflict by:

* Not pursuing the course of action, it relates to; or
* Proceeding with it in an alternative way which does not give rise to conflict; or
* Not appointing the Trustee in question or seeking to secure their resignation.

In the minutes of the meeting, the following should be recorded:

* The nature of the conflict;
* Which Trustee (s) it relates to;
* Whether a declaration was made in advance of the meeting;
* A brief overview of what was discussed;
* Whether the Trustee (s) withdrew from the meeting;
* How the Trustees made the decision in the best interests of Active Humber.

The Charity Commission has produced [guidance on dealing with conflicts of interests](https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees-cc29) which is of use.