

BELLAHOUSTON HARRIERS

SCIO 051051

CONFLICT OF INTEREST POLICY



03.04.2023

SECTION 1: INTRODUCTION

1.1 Bellahouston Harriers committee members, hereafter referred to as trustees, are obliged to maintain the highest standards of integrity by carrying out their work in a way that will not compromise the reputation of the club.

1.2 Bellahouston Harriers has dealings with a wide variety of organisations and individuals and this policy indicates the circumstances in which a business or personal interest must be declared. The membership's confidence in Bellahouston Harriers and its committee depends on it being clearly understood that decisions are taken in the club interest and not for any other reason.

1.3 There are a variety of circumstances that could lead to a conflict of interest and trustees must be fully aware of the impact which some external activities may have on the work of Bellahouston Harriers.

1.4 In considering whether to make a declaration in any proceedings, trustees must consider not only whether they will be influenced, but whether anybody else would think that they might be influenced, by the interest. They must, however, always comply with the objective test which is whether the membership, with knowledge of the relevant facts, would reasonably regard the interest as so significant that it is likely to prejudice the trustee's discussion or decision making in their role as a member of the club's committee.

1.5 This policy, based on guidance from our governing body Scottish Athletics and, in line with our status as a Scottish Charitable Incorporated Organisation (SCIO), regulated by the Scottish Charity Regulator (OSCR), provides an outline of the interests to be declared and the process for declaring them, and should be read in conjunction with the Club's Constitution and the Club's Code of Conduct.

SECTION 2: SCOPE OF POLICY

2.1 The purpose of this policy is to protect the integrity of Bellahouston Harriers' decision making process, to enable stakeholders to have confidence in Bellahouston Harriers, and to protect the integrity and reputation of its trustees.

2.2 Bellahouston Harriers' policy is to:

- (i) treat all trustees fairly;
- (ii) provide a declaration process for trustees, and;
- (iii) clearly define the boundaries within which interests should be declared.

2.3 This policy applies to all Bellahouston Harriers' trustees and any trustee who knowingly withholds information regarding a potential conflict of interest may be subject to disciplinary action.

2.4 This policy is intended to supplement good judgment, and committee members should respect its spirit as well as its wording.

2.5 A trustee must not be involved in any discussion or vote at a committee meeting or sub-committee meeting on any resolution which relates to a matter in which they have a personal interest or duty which conflicts, or may conflict, with the interests of the club; they must withdraw from the meeting while an item of that nature is being dealt with.

2.6 At any meeting of the committee or a sub-committee, where a conflict of interest is declared, the chair will ensure that the minutes accurately reflect the declaration and that the trustee making the declaration absented themselves from that part of the meeting.

2.7 For the purposes of clause 2.5, the interest will include an interest held by a 'connected person' of the trustee under section 68(2) of the Charities and Trustees Investment (Scotland) Act 2005 (husband/wife, partner, child, parent, brother/sister or other close relationship).

2.8 For the purposes of clause 2.5, the interest will include an interest held by a body in which the trustee is an employee, director, member of the management committee, officer, elected representative or other role.

2.9 Examples of conflicts of interest include:

- (i) A trustee who is related to a member, in respect of whom there is decision to be taken on remuneration at a committee meeting or sub-committee meeting.
- (ii) A trustee is also on the committee or board of another organisation that is competing for the same funding as the club.
- (iii) A trustee who is being asked at a committee meeting or sub-committee meeting to decide on the award of a contract or remuneration for work or services to a 'connected person' under clause 2.7 above or a body under clause 2.8 above.

SECTION 3: RESPONSIBILITIES

Each trustee will hold only one committee role and, on appointment, will familiarise themselves with this policy and will adhere to the letter and spirit of this policy in declaring a conflict of interest.

SECTION 4: COMPLIANCE

Compliance with this policy will be monitored by the Club President.

