



Conflict Of Interest Policy



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Version No.	Version Date	Summary of changes
1.0	Jan 2015	Initial document
1.1	Jun 2019	Changes to reflect changes in terminology



1. British Para Table Tennis (**The Organisation**) Board members and volunteers (**Members**) must declare any personal or business interests which may conflict with their responsibilities as **Members**. Such conflicts must be identified at an early stage so that appropriate action can be taken to resolve them.

Register of Interests

2. **The Organisation** maintains a Register of Interests appropriate to its activities, which includes the interests of **Member's** close family. New **Members** are required to complete a Register of Interests Declaration on appointment and must inform the Board Secretary of any changes to that declaration at any time during their term in office. Declarations will be sent to all **Members** to update on an annual basis.

Definitions

3. Interests are defined as:-
 - 3.1. **Pecuniary interests:** these arise from connections with bodies which have direct pecuniary interest or from being a business partner of, or being employed by, a person with such an interest.
 - 3.2. **Non-pecuniary interests:** these include those arising from membership of clubs and other organisations.
4. Close family members include personal partners, parents, children (adult and minor), brothers, sisters and personal partners of these.

Guidance

5. Best practice and **The Organisation** requires that:
 - 5.1. **Members** serving on **The Organisation's** board or its committees should not participate in the discussion or determination of matters in which they have a direct pecuniary interest; and
 - 5.2. When an interest is not of a direct pecuniary kind, **Members** should consider whether participation in the discussion or determination of a matter would suggest a real danger of bias. This should be interpreted in the sense that **Members** might unfairly regard with favour, or disfavour, the case of a party under consideration. In considering whether a real danger of bias exists in relation to a particular decision, **Members** should assess whether they, a close family member, a person living in their household, or a forum, business or other organisation with which they are concerned are likely to be affected more than the generality of those affected by the decision in question. This would cover, for example, a decision to invite tenders for a contract where a firm with which the **Member** has a connection was significantly better placed than others to win it.



6. For the avoidance of doubt, the previous paragraph does not preclude **The Organisation** from deciding to issue an indemnity where individual **Members** have acted honestly, reasonably, in good faith and without negligence.

Procedures at Meetings

7. **Members** must declare as soon as practicable after a meeting begins whether they have an interest, pecuniary or other, in any matters being considered. Agendas for meetings of the board must include an item to provide a clear opportunity for them to do so.
8. **Members** must also disclose any interest of which they are aware on the part of close family members and persons living in their household. In addition, **Members** must consider whether they need to disclose relevant interests of other persons or organisations which members of the public might reasonably think could influence their judgement.
9. **Members** must declare their interest to the Chair and the Secretary of the meeting, who will record the declaration in the minutes.
10. The Chair, will decide which of the following options should be followed:-
 - 10.1. The **Member** should leave the meeting while the item is discussed.
 - 10.2. The **Member** should be allowed to remain in the meeting while the item is discussed, but should not be allowed to take part in the discussion or vote
 - 10.3. The **Member** should be allowed to speak on the item, but should not vote
 - 10.4. The **Member** should be allowed to speak and vote on the item.
11. Any **Member** may challenge another where they perceive that a conflict has not been declared. These challenges should be made to the Chair of the meeting, whose decision on the matter will be final. The Secretary of the meeting shall record the challenge and its outcome in the minutes.
12. In cases where **Members** are authorised by law to represent a group likely to be affected by **The Organisation's** decisions, the relevant statutory framework may permit **Members** to be involved, notwithstanding any direct pecuniary interest that they may have in the decision. However, **Members** should not overlook the possibility that specific statutory provisions may impose restrictions that are stricter than those described above. **The Organisation** may obtain legal advice where appropriate.

Accounting Practice

13. Because **The Organisation** is required, other than exceptionally, to follow generally accepted accounting practice, **Members** must facilitate compliance with the need under Financial Reporting Standard 8 for material transactions with related parties to be disclosed in financial statements. 'Related Parties' in FRS 8 include close members of the family or an individual, who are defined for the purposes of the standard as those family members, or members of the same household, who may be expected to influence, or be influenced by, that person in their dealings with the reporting entity.