



# Tintwistle Cricket Club

[www.tintwistlecc.org](http://www.tintwistlecc.org)

**Document Name:** Conflicts of Interest Policy

**Author(s):** Stuart Rose (Chairman)

**Version:** 1.0

**Approved by:** TCC Management Committee

**Approval Date:** 20<sup>th</sup> April 2022

**Next Review Date:** 31<sup>st</sup> December 2022

## TCC Conflicts of Interest Policy

This policy applies all members of the Tintwistle Cricket Club

### Why we have a policy

Tintwistle Cricket Club members have a legal obligation to act in the best interests of Tintwistle Cricket Club and in accordance with Tintwistle Cricket Club governing document, and to avoid situations where there may be a potential conflict of interest.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of Tintwistle Cricket Club. Such conflicts may create problems that:

- inhibit free discussion.
- result in decisions or actions that are not in the interests of Tintwistle Cricket Club or
- risk the impression that Tintwistle Cricket Club has acted improperly.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

### The declaration of interests

Accordingly, we are asking members of the Management Committee to declare their interests, and any gifts or hospitality offered and received in connection with their role in Tintwistle Cricket Club. A declaration of interest's form is provided for this purpose, listing the types of interest you should declare.

To be effective, the declaration of interests needs to be updated at least annually, and when any material changes occur.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the Chairman for confidential guidance.

This register of interests shall be used to record all gifts and hospitality received by a member of the Management Committee.

Interests and gifts will be recorded on Tintwistle Cricket Club register of interests, which will be maintained by the club Secretary. The register will be accessible by the Chairman.



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## Data protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 2018. Data will be processed only to ensure that members of the Management Committee act in the best interests of Tintwistle Cricket Club. The information provided will not be used for any other purpose.

## What to do if you face a conflict of interest

If you believe you have a real or perceived conflict of interest, you should:

- declare the interest at the earliest opportunity
- withdraw from discussions and decisions relating to the conflicted matter by leaving the meeting.
- you may not vote on or be counted as part of the quorum while the conflicted matter is discussed or decided upon.

The club Secretary should take special care to ensure that minutes or other documents relating to the item presenting a conflict are appropriately redacted for the person facing the conflict. A balance needs to be made to ensure that the person still receives sufficient information about the activities of the charity generally without disclosing such sensitive information that could place the individual in an untenable position.

## Decisions taken where a member of the Management Committee has an interest

In the event of the board having to decide upon a question in which a member of the Management Committee/Trustee, all decisions will be made by vote, with a simple majority required. A quorum must be attained for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate.

Interested Committee members may not vote on matters affecting their own interests or on which there is a potential conflict of interest.

All decisions under a conflict of interest will be recorded by the club secretary and reported in the minutes of the meeting. The report will record:

- the nature and extent of the conflict.
- an outline of the discussion; and
- the actions taken to manage the conflict.

Where a member of the Management Committee benefits from the decision, this will be reported in the annual report and accounts.



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All payments or benefits in kind to a member of the Management Committee will be reported in Tintwistle Cricket Club accounts and annual report, with amounts for each member of the Management Committee listed for the year in question.

Where a member of The Organisation's staff is connected to a party involved in the supply of a service or product to the charity, this information will be fully disclosed in the annual report and accounts.

Independent external moderation will be used where conflicts cannot be resolved through the Management Committee

## **Managing contracts**

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.