

BF Conflict of Interest Policy

1. Introduction

- 1.1 This Conflicts of Interest Policy (“the Policy”) applies to the Board of Directors (“the Directors”) and the Executive Group and to all members of their respective committees and sub-committees all referred to as “BF Committees”, except Section 3 which shall apply only to the Board of Directors.
- 1.2 This Policy includes a register of interests and a declaration of interests form covering the Directors.

2. The Purpose of the Policy

- 2.1 The Directors of British Fencing Association (“British Fencing”) have a legal obligation to promote British Fencing and to act in the best interests of the British Fencing and in accordance with its Memorandum and Articles of Association. Members of the Executive Group and the BF Committees are required by the Board of Directors to comply with this Conflict of Interest Policy.
- 2.2 Conflicts of interest may arise where the personal, professional, institutional or family interests and/or loyalties of a Director or of a member of the Executive Group or BF Committees conflict with those of the British Fencing. Such conflicts can:
 - 2.2.1 inhibit free discussion
 - 2.2.2 result in decisions or actions that are not in the best interests of British Fencing
 - 2.2.3 risk giving the impression that British Fencing has acted improperly
 - 2.2.4 lead directly or indirectly to false judgements or inappropriate decisions.
- 2.3 The aim of this Policy is to protect British Fencing, the Directors, the Executive Group and the BF Committees from any impropriety or appearance of impropriety.

3. Definition of Interests

- 3.1 Interests are defined as:-
 - 3.1.1 **Direct financial interests** – where an individual stands to gain direct financial benefit from decision.
 - 3.1.2 **Indirect financial interests** – where a close relative of an individual stands to benefit

financially from a decision and where the financial affairs of the individual and relative in question are bound through the legal concept of 'joint purse'.

3.1.3 **Non-financial interest or personal conflicts** – where an individual receives no financial benefit from the decision but continues to be influenced by external factors. This includes interests arising from membership of clubs and other organisations.

3.1.4 **Conflict of loyalties** – where an individual may have competing loyalties between British Fencing and some other person or entity.

4. Declaration of Interests for Recording on the Register of Interests

4.1 British Fencing maintains a Register of Interests (“the Register”) appropriate to its activities, which includes the interests of close family members.

4.2 The Directors shall declare their interests and any gifts or hospitality (over a value of £100) received in connection with their role in British Fencing. Declarations of gifts should be made in writing to the registered office of British Fencing.

4.3 New Directors are required to complete a Declaration of Interests Form on appointment and must inform Head Office when changes occur.

5. Data Protection

5.1 Personal information provided by the Directors, members of the Executive Group and members of the BF Committees will be processed in accordance with data protection principles as set out in the Data Protection Act 1998 and British Fencing shall make notification to the Information Commissioner as may be required. Personal data will be processed to ensure that the Directors, the Executive Group and the BF Committees act in the best interests of British Fencing and in accordance with British Fencing’s Memorandum and Articles of Association. The information provided will not be used for any other purpose.

6. A Conflict of Interest

6.1 If a conflict of interest arises at a meeting of the Directors, the Executive Group or any of the BF Committees the individual who has a conflict of interest shall be obliged to declare his or her interest.

6.2 A Director or member of the Executive Group or any of the BF Committees shall not be involved in any decision relating to a matter in which he or she has a material interest except with permission of the Board, the Executive Group or the BF Committee in which the matter arises and in accordance with this Policy.

- 6.3 A Director, member of the Executive Group or BF Committee is permitted to be involved in any decision relating to a matter in which he or she has a material interest if such interest arises **only** by virtue of his or her status as an employee of British Fencing. In such circumstances no such specific permission is required provided that a declaration of that interest has been made.
- 6.4 If a Director, member of the Executive Group or any BF Committee fails to declare an interest which is known to any Director, member of the Executive Group or the relevant BF Committee (as the case may be) then such other person may declare that interest.

7. Decisions taken where a Director, member of the Executive Group or BF Committees has an interest

- 7.1 A Director or member of the Executive Group or any of the BF Committees shall not vote at any meeting of the Board, the Executive Group or any of the BF Committees on any resolution concerning any matter in which he or she has an interest or duty which is material and which conflicts or may conflict with the interests of British Fencing unless otherwise determined in accordance with this policy.
- 7.2 The chair of any meeting of the Board, the Executive Group or BF Committees shall demit the chair for consideration of any resolution concerning any matter in which he or she has directly or indirectly an interest or duty which is material and which conflicts or may conflict with the interests of British Fencing and another of those persons present shall be appointed by simple majority to take the chair for consideration of that resolution.
- 7.3 The relevant meeting of the Board of Directors, Executive Group or BF Committee shall decide (by way of majority vote of non-conflicted members) which of the following options should be taken, such decision to rest on the judged degree and significance of the conflict:
- 7.3.1 The individual should leave the meeting while the item is being discussed.
 - 7.3.2 The individual should be allowed to remain in the meeting while the item is being discussed, but should not be allowed to take part in the discussion or vote.
 - 7.3.3 The individual should be allowed to speak on the item, but should not vote.
 - 7.3.4 The individual should be allowed to speak and vote on the item.
- 7.4 All decisions under a conflict of interest will be recorded and reported in the minutes of that meeting. The report will record:
- 7.4.1 the nature and extent of the conflict;
 - 7.4.2 the outline of the discussion;

7.4.3 the actions taken to manage the conflict; and

7.4.4 whether the person concerned was permitted to participate in consideration and vote on the matter in respect of which the conflict arose.

Additional interests and conflicts of Interest raised at a Board Meeting will be noted in the Register.

8. Managing Contracts

8.1 If a Director has a conflict of interest, he or she must not be involved in managing or monitoring a contract in which he or she has 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.

9. Policy Review

This policy will be reviewed annually.

Next review date: August 2018

Last Approved by Board: 04/07/2017

10. Appendix A - Declaration of Interest Form

BRITISH FENCING DECLARATION OF INTEREST FORM

1 Introduction

Sound governance requires that we have systems in place to identify and consider potential conflicts of interest and related party transactions. The systems and processes by which we do this are described in the British Fencing Conflicts of Interest Policy. Accordingly, please ensure you have read this policy and completed this form with all relevant information.

Please note that the form extends to immediate family (spouse/partner, children and parents).

2 Membership of or involvement with sports clubs and governing bodies of sport

Please provide full details of any memberships or involvements which are current or have expired in the last five years.

| Self or immediate family | Name of organisation | Nature of Involvement | Current or Expired |
|--------------------------|----------------------|-----------------------|--------------------|
| | | | |

3 Membership or involvement with other related organisations eg Sport England

Please provide full details of any current membership, employment or other involvement or any that have expired in the last five years.

| Self or immediate family | Name of organisation | Nature of Involvement | Current or Expired |
|--------------------------|----------------------|-----------------------|--------------------|
| | | | |

4 Professional and commercial/financial interests

These would include commercial/financial interests in companies owning, operating or providing sports facilities or services plus interests in companies that have or are attempting to provide any commercial arrangement with British Fencing Association Limited.

Please provide details of any involvements that are current or have occurred in the last five years.

| Self or immediate family | Name of organisation | Nature of Involvement | Current or Expired |
|--------------------------|----------------------|-----------------------|--------------------|
| | | | |

5 Any other matters not covered but require disclosure:

6 Declaration

I confirm that to the best of my knowledge and belief the information given above is correct and complete.

I undertake to update this record if and when any changes take place.

Name in full:

Signature:

Date:

11. Appendix B - Additional Declarations and Conflict Of Interest Register Template

| No. | Date Raised (or reviewed) | Raised By | Description | Conflict Management Notes | Date Review | Status |
|-----|---------------------------|-----------|-------------|---------------------------|-------------|--------|
| 1 | | | | | | |
| 2 | | | | | | |