

# National Back Exchange

## Conflict of Interest Policy



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## 1. Scope

This policy applies to all members of the National Back Exchange (NBE) Executive Committee and to members engaged in activities in sub-committees and groups on behalf of the association, referred to collectively in this document as Executive Officers.

## 2. Definition

A 'conflict of interest' arises when the best interests of an individual Executive Officer are, or could be, different from the best interests of NBE or when a person is in a position to derive personal benefit from actions or decisions made in their official capacity.

This may be something that affects the Executive Officer directly, or indirectly, through a family member or friend or business partner.

Examples include, but are not limited to,

- An Executive Officer owns, is a shareholder of, or is employed in a position of influence within an organisation that may benefit from decisions made by the Executive Committee in relation to work the association is requesting tenders
- The Executive Officer owns, is a shareholder, or is employed in a position of influence within an organisation that may benefit from advice provided in response to a request for recommendations for support, education or participation in reputation enhancing projects
- Where a conflict of loyalty may exist, or be perceived to exist, such as where an Executive Officer has duties to more than one organisation where both may be in competition for a contract or funding, such as when bidding for educational provision opportunities.

In some instances an ongoing conflict may affect an Executive Officer's ability to participate in decisions so often, or to such an extent, that it is impractical for that Officer to continue in post (or to accept a nomination to the post of Executive Officer when approached).

## 3. Statement of Intent

NBE is committed to ensuring its decisions and decision-making processes are, and are seen to be, free from personal bias and do not unfairly favour any individual or organisation connected with the association.

## 4. Policy

It is the policy of NBE to:

- Ensure every Executive Officer understands what constitutes a conflict of interest and that they have a responsibility to recognise and declare any conflicts that might arise for them.
- Document the conflict and the action(s) taken to ensure that the conflict does not affect the decision making of the organisation



**5. Procedure**

When an Executive Officer identifies that they have a potential conflict of interest they must:

- Declare it as soon as they become aware of it
- Ensure it is entered in the conflict of interest register (on-going conflicts), and/or is minuted in the appropriate Executive Committee papers (one-off conflicts)
- Not take part in any Executive Committee discussions relating to the matter
- Not take part in any decision making related to the matter
- Not be counted in the quorum for decision making related to the matter

In the interests of frank and open discussion, an Executive Officer affected by a conflict of interest must leave the room while related discussion/decision making is taking place, unless there is good reason for them to stay.

The minutes should state:

- The declared conflict
- That the Executive Officer left the room, or the reason they were asked to stay.
- That the Executive Officer took no part in any discussion or decision making on the matter
- That the meeting was quorate (not counting the affected Executive Officer)
- Any other actions taken to manage the conflict.

If an Executive Officer is unsure what to declare, they should err on the side of caution and discuss the matter with Chair or Vice Chair for confidential guidance.

**6. Data protection**

The information provided will be processed in accordance with Data Protection Legislation 2018. Data will be processed only to ensure that national executive committee members and staff act in the best interests of NBE. The information provided will not be used for any other purpose.

**7. Audit Monitoring and Review**

The Executive Committee will be responsible for leading on the implementation of this policy.

This policy will be continually monitored and will be subject to an annual review. An early review may be warranted if one or more of the following occurs:

- As a result of regulatory / statutory changes or developments
- As a result of NBE policy changes or developments

**8. Version Control Information & History**

Date	Versio	Status	Summary of changes	Consulting	Changes
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	<b>n no.</b>			<b>group / person</b>	<b>made by</b>
Jan 2017	0.1	Draft	Document drafted & circulated to Executive Committee & Admin team for consultation	Executive Committee	Vice Chair
20/01/17	1.0	Adopted		Executive Committee	None
July 2018	1.1		Minor format changes and addition of declaration of personal interest form as appendix	Executive Committee	Vice Chair



# national back exchange

## Declaration of Personal Interests Form

### NATIONAL BACK EXCHANGE DECLARATION OF INTERESTS FOR EXECUTIVE TEAM MEMBERS

Name: \_\_\_\_\_  
 Executive Committee Position: \_\_\_\_\_

I, \_\_\_\_\_, declare that I hold the following professional and/or personal interest(s):

<b>Interest</b>	<b>Details</b>
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	



Any other potential conflict	
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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 the NBE Executive Committee 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 the trust/school's conflicts of interest policy.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

