

National Back Exchange

Conflict of Interest Policy



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Version:

1.4

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1. Scope

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

2. Definition

A 'conflict of interest' arises when the best interests of an individual Board member 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 Board member directly, or indirectly, through a family member or friend or business partner.

Examples include, but are not limited to,

- A Board member owns, is a shareholder of, or is employed in a position of influence within an organisation that may benefit from decisions made by the Board of Directors in relation to work the association is requesting tenders
- The Board member 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 Board member 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 Board member's ability to participate in decisions so often, or to such an extent, that it is impractical for that Board member to continue in post (or to accept a nomination to the post of Board member 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 Board member 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 Board member 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 Board of Directors papers (one-off conflicts)
- Not take part in any Board of Directors 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, a Board member 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 Board member left the room, or the reason they were asked to stay.
- That the Board member took no part in any discussion or decision making on the matter
- That the meeting was quorate (not counting the affected Board member)
- Any other actions taken to manage the conflict.

If a Board member 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 Board of Directors 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 Board of Directors 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	Version no.	Status	Summary of changes	Consulting group / person	Changes made by
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	Active	Minor format changes and addition of declaration of personal interest form as appendix	Executive Committee	Vice Chair
May 2020	1.2	Active	Reviewed - no changes	Executive Committee	Vice Chair
Oct 2020	1.3	Active	Removal of NBE address	Executive Committee	Vice Chair
Nov 2021	1.4	Active	Reference to Executive Committee changed to Board of Directors	Board of Directors	Vice Chair



national back exchange

Declaration of Personal Interests Form

NATIONAL BACK EXCHANGE DECLARATION OF INTERESTS FOR NBE BOARD OF DIRECTORS

Name: _____

Board member Position: _____

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

Interest	Details
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 Board of Directors 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: _____

