



Conflict of Interest Policy

Approved: September 2018

Review: September 2022

Pembrokeshire Weightlifting; Company number 10204930; Sir Thomas Picton Sports Centre, Queensway, Haverfordwest, Pembrokeshire, SA62 2NX

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Pembrokeshire Weightlifting Federation Conflict of Interest Policy

This policy applies to all staff and volunteers.

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Why have a policy?

Board Members have an obligation to act in the best interests of Pembrokeshire Weightlifting (PW) and in accordance with PW governing document. Staff and volunteers have similar obligations. Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of the governing body.

Such conflicts may create problems; they can:

- Inhibit free discussion;
- Result in decisions or actions that are not in the interests of Pembrokeshire Weightlifting; and
- Risk the impression that Pembrokeshire Weightlifting 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 staff & volunteers to declare their interests, and any gifts or hospitality received in connection with their role in Pembrokeshire Weightlifting. A declaration of interests 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 also when any 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 Academy Manager for confidential guidance. Interests will be recorded on the governing body's register of interests, which will be maintained by the Business Support Officer.

Data Protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that all staff act in the best interests of Pembrokeshire Weightlifting. The information provided will not be used for any other purpose.

What to do if you face a conflict of interest

If you are a user of PW services, or the carer of someone who uses PW services, you should not be involved in decisions that directly affect the service that you, or the person you care for, receive(s). You should declare your interest at the earliest opportunity and withdraw from any subsequent discussion. The same applies if you face a conflict for any other reason. You may, however, participate in discussions from which you may indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal.

If you fail to declare an interest that is known to PW and/or the chairman of the board, the chairman of the board will declare that interest.

Decisions taken where a member of staff or volunteer has an interest

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

Interested staff members may not vote on matters affecting their own interests. They must absent themselves from the discussion / may participate in the discussion but not the decision-making process. This may depend on the circumstance.

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

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

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.