

## CREATING ADVENTURES Conflict of Interest Policy

**This policy applies to Trustees, all staff, volunteers and consultants acting on behalf of CREATING ADVENTURES**

### **Why we have a policy**

Trustees have a legal obligation to act in the best interests of CREATING ADVENTURES, and in accordance with the Rules governing CREATING ADVENTURES. Staff, volunteers and freelance staff acting on CREATING ADVENTURES' behalf have similar obligations to help uphold the integrity of CREATING ADVENTURES. Our procedures need to be open, honest and transparent at all times; to this end we acknowledge the importance of the Seven Principles of Public Life established by the Nolan Committee. These are:

**Selflessness:** Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

**Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

**Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

**Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

**Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

**Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

**Leadership:** Holders of public office should promote and support these principles by leadership and example.

In the pursuit of best practice the CREATING ADVENTURES Board role is seen in Nolan terms as 'public office'.

Key to CREATING ADVENTURES approach is working in partnership with other agencies, companies and the community to achieve common goals, as these relationships bring expertise, influence and local knowledge. Board members have a wide range of interests in public, private and professional life and there may be times when these interests' conflict. When fulfilling CREATING ADVENTURES' duties Board members should not think of themselves as representatives of any other body but should always act in the best interests of CREATING ADVENTURES.

It is recognised, however, that conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of CREATING ADVENTURES. Such conflicts may create problems, they can:

- inhibit free discussion
- result in decisions or actions that are not in the interests of CREATING ADVENTURES, and
- risk the impression that CREATING ADVENTURES has acted improperly.

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

## **Declaration of interests**

Board members have a legal duty to avoid conflicts between their personal interests and those of CREATING ADVENTURES. Board members need to be alert to possible conflicts of interest and to minimise their effects. A key aspect of minimising the effects is to be open and transparent about such situations wherever they arise. Board members senior staff and consultants are therefore required to declare any **actual** or **potential** conflicts of which they are aware.

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

1. Trustees, senior staff and consultants working on behalf of CREATING ADVENTURES must **declare actual/ potential interests**, and any gifts or hospitality received in connection with their role in CREATING ADVENTURES or any **potential conflict of interest**. A declaration of interests form is provided for this purpose, listing the types of interest you should declare.
2. 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.
3. Interests will be recorded on CREATING ADVENTURES'S register of interests, which will be maintained by the Founding Chief Officer. The register will be accessible by the Board. To be effective, the declaration of interests needs to be updated at least annually and also when any changes occur.
4. At the beginning of any Board, Sub-Committee or Working Group every Board member shall declare any private interest which he or she has in an item to be discussed, and certainly before any debate of the item itself. The Board member may take part in the discussion at the discretion of the Board.
5. Interested Board members may not vote on matters affecting their own interests. In certain circumstances it may be appropriate for the Board member to withdraw from the meeting during discussion of the item in question.

## **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 Trustees, all staff and consultants working on behalf of CREATING ADVENTURES act in the best interests of CREATING ADVENTURES. The information provided will not be used for any other purpose.

## **In Cases of Uncertainty**

Any Board member should raise any doubts with the Chair if they believe there to be an undeclared conflict of interest.

It is the Board's responsibility to discuss and decide on appropriate sanctions should a member fail to declare a conflict of interest.

## **Decisions taken where a trustee or member of staff has an interest**

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

All decisions under a conflict of interest will be recorded by the company 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
- 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.

**Policy adopted [date]: 2<sup>nd</sup> July 2023**

**Date of review: 2<sup>nd</sup> July 2024**

**Signed.....**

**Position.....**

## CREATING ADVENTURES Declaration of Interests Form

I ..... as employee/trustee/ consultant working on behalf of CREATING ADVENTURES have set out below my interests in accordance with the organisation's conflicts of interest policy.

To the best of my knowledge, the information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

Signed:.....

Position:.....

Date:.....

Category	Interest
Current employment and any previous employment in which you continue to have a financial interest.	
Appointments (voluntary or otherwise) eg trusteeships, Trusteeships, local authority membership, tribunals etc.	
Membership of any professional bodies, special interest groups or mutual support organisations.	
Investments in unlisted companies, partnerships and other forms of business, major shareholdings (charities may set a figure here, eg more than 1% Or 5% of issued capital) and beneficial interests.	
Gifts or hospitality offered to you by external Bodies and whether this was declined or accepted In the last twelve months.	
Do you use, or care for a user of the organisation's services?	
Any contractual relationship with CREATING ADVENTURES	
Any other conflicts that are not covered by the above.	
<i>Please give details of the interest and whether it Applies to yourself or, where appropriate, a member of your immediate family or some other close personal connection</i>	