



CONFLICT OF INTEREST POLICY (AND PROCEDURES)

Purpose

It is recognised that members of the Board of Channel Islands Tennis and Padel LBG (CITAP), staff and volunteers will have interests associated directly or indirectly with the functions of CITAP. It is therefore possible that conflicts of interest may arise.

Definition

Conflicts of interest are real, perceived or potential instances where a person, group or organisation could benefit from a decision or access to information. The benefit may be financial or non-financial.

Policy

All Board members of CITAP must notify the Chair of any perceived, real or potential conflict of interest as soon as it is recognised. The Chairperson will decide the appropriate action regarding the reported conflict.

If the conflict relates to the Chairperson, a Temporary Chairperson needs to be assigned by the Board to manage it.

In the case of staff and volunteers, any conflict of interest must be reported to the Chairperson of the Board of CITAP.

Everyone is to be informed about and agree on the importance of avoiding conflicts of interest. Other related policies and procedures, e.g. appointments, selection and contracting, should be adhered to without exception.

Everyone is responsible for ensuring that any changes to existing conflicts of interest are noted on the Conflicts of Interest Register.

Procedures

The Chairperson of CITAP will call for any conflicts of interest to be declared at the commencement of every meeting. These will be noted in the minutes, as will the actions taken to manage the conflict.

The Secretary will manage a "Conflicts of Interest Register".

Actions resulting from the declaration of a conflict of interest may include but not be limited to one or a combination of the following:

- Recording the nature of the conflict of interest including any actions or decisions
- The person who has declared the conflict to not participate in particular decisions
- The person who has declared the conflict of interest not to be present for particular discussions
- The person who has declared the conflict of interest not to participate in a series of meetings
- Where the conflict of interest has a significant impact on the reputation of CITAP, or the capability of the person to function in their role, they may be asked to stand down from a particular committee, sub-committee or role or suspend their role until such time as the conflict of interest is no longer an issue
- Where a person fails to declare a conflict of interest they may be subject to disciplinary or legal action.

This Policy is reviewed every two years (or earlier if there is a change in national legislation).

This Policy is recommended for approval by:

This Policy is reviewed every three years (or earlier if there is a change in national legislation).

Chairperson Gerald Hough:

Date: 27.02.2024

County Safeguarding Officer Helen Frost:

Date: 27.02.2024