



**ROSS SUTHERLAND
RUGBY**

ROSS SUTHERLAND RUGBY CLUB (SCIO)

CONFLICT OF INTEREST POLICY

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Ross Sutherland Rugby Club (SCIO) Conflict of Interest Policy

Introduction

The purpose of this Policy is to provide a clear statement of policy on what constitutes a conflict of interest for Trustees and how the Board of Trustees will deal with any such conflicts. This Policy draws on the detail of the club Constitution and OSCR guidance and should be seen as supplementary to the club Constitution.

What is a conflict of interest?

Trustees must put the interests of the charity before their own interests or those of any other person or organisation. Where they cannot do that, there may be a conflict of interest.

A conflict of interest exists when your duty to act in the interests of the charity conflicts with your own personal or business interest in relation to that matter (a “personal conflict”); for example:

- a charity trustee could get direct financial benefit from a decision the charity has to make;
- a charity trustee is discussing a contract or business arrangement with an organisation their family have links to;
- a charity trustee is also an employee of a company that the charity is doing business with;
- an employee, or potential employee, of the charity is connected to one of the charity trustees;
- being a trustee of two or more charities that are competing with each other for the same grant(s) or funding;
- being a trustee of a charity that gives out grants and a trustee of another charity applying for one of these grants;
- being a trustee of a charity that is part of a group structure and being on the board of the parent charity;
- being a trustee of a charity where you are also a service user or customer;
- a charity trustee applying for a job in the charity.

Examples of what is not a conflict of interest:

- being a charity trustee and donating funds to the charity;
- being both a volunteer and a trustee of charity.

Duties of Trustees

Each Trustee has a duty, in exercising functions as a Trustee, to act in the interests of the club. In circumstances giving rise to the possibility of a conflict of interest between the club and any other party, Trustees must put the interests of the club before that of the other party.

Where any other duty prevents a Trustee from acting in the best interests of the club, they must disclose the conflicting interest and remove themselves from participating in any deliberation or decision making process with regard to the matter that presents the conflict.

Trustees must not vote at a board meeting (or at a meeting of a sub-committee) on any resolution which relates to a matter in which they have a personal interest or duty which conflicts (or may

conflict) with the interests of the club. They must withdraw from the meeting while an item of that nature is being dealt with.

All Trustees must complete a Register of Interest form which will be used to maintain a club Register of Interests. This will be used to identify any potential conflicts of interest.

The Register of Interests will be updated annually following each Annual General Meeting or if there is a material change in a Trustee's interests. It is the responsibility of individual Trustees to advise the Board of such material changes.

Meeting Procedures

Prior to each meeting of the Board, or any sub-committee, each Trustee shall review the agenda and declare any potential conflict of interest.

Trustees shall withdraw from discussion relating to the matter in which they have declared a personal interest. They may be invited to participate in a limited capacity e.g. to provide answers to specific questions, or information on a subject in which they have specific expertise such as financial procedures; however they shall take no part in any decision making for that matter.

If the withdrawal of a Trustee means that the Board is not quorate for that part of the meeting, then no decisions taken while the meeting is not quorate shall be valid.

The minutes of the meeting shall reflect:

- who the conflict affected;
- when the conflict was identified and declared;
- what was discussed and decided;
- who withdrew from the decisions and how the remaining charity trustees made a decision in the best interests of the charity.

More Information

The club Constitution can be found on our website here

<https://www.rossutherlandrugby.org/policies>

Further guidance for Charity Trustees can be found on the OSCR website here

<https://www.oscr.org.uk/guidance-and-forms/guidance-and-good-practice-for-charity-trustees/>

The Trustees Register of Interests can be found here

<https://www.rossutherlandrugby.com/a/trustees-meetings-59554.html>