



## London Youth Games Conflict of Interest Policy

### Why we have a Policy

Trustees have a legal obligation to act in the best interests of London Youth Games Ltd., and in accordance with London Youth Games' governing document, and to avoid situations where there may be a potential conflict of interest.

Conflicts of interests may arise where an individual's personal, business or family interests and/or loyalties conflict with those of the London Youth Games. Such conflicts may create problems; they can:

- inhibit free discussion;
- result in decisions or actions that are not in the interests of London Youth Games Ltd.; and
- risk the impression that London Youth Games Ltd. 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

Accordingly, we ask trustees and staff to declare their interests, and any gifts or hospitality received in connection with their role in London Youth Games. A declaration of interests form is provided for this purpose, listing the types of interest which should be declared.

To be effective, the declaration of interests needs to be updated at least annually, and also when any changes occur. If trustees or staff are not sure what to declare, or whether/when a declaration needs to be updated, they should err on the side of caution.

If you would like to discuss this issue, please contact the Chief Executive or Chairman for confidential guidance.

This register of interests shall also be used to record all gifts of a value over £25 received by the trustees and staff. Interests and gifts will be recorded on the charity's register of interests. The register will be accessible by all trustees and the Chief Executive.



## Data Protection

The information provided will be processed in accordance with all applicable data protection legislation. Data will be processed only to ensure that trustees act in the best interests of London Youth Games Ltd..

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 London Youth Games Ltd's services, or the carer of someone who uses the London Youth Games Ltd's 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 the Chairman or Chief Executive, they may declare that 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 trustee or member of staff 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. Interested board members may not vote on matters affecting their own interests.

All decisions under a conflict of interest will be recorded by the chief executive 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.



Where a trustee benefits from the decision, this will be reported in the annual report and accounts in accordance with the current Charities SORP. All payments or benefits in kind to trustees will be reported in the charity's accounts and annual report, with amounts for each trustee listed for the year in question.

Where a member of London Youth Games staff is connected to a party involved in the supply of a service or product to the charity, this information will also be fully disclosed in the annual report and accounts.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.

### **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