

IOG CONFLICT OF INTEREST POLICY

1. Introduction

1.1 This Conflict of Interest Policy (“the Policy”) applies to the Board of Directors (“the Directors”) and the CEO, Executive team and staff of the IOG and to Committee members.

1.2 This Policy encompasses a Register of Interests and a Declaration of Interests form covering the IOG Directors, Executives & staff.

2. The Purpose of the Policy

2.1 The Directors of the Institute of Groundsmanship (“IOG”) have a legal obligation to promote the IOG and groundsmanship and to act in the best interests of the IOG and in accordance with its Memorandum and Articles of Association. Members of the Executive and the Committees and staff are also required by the Board of Directors to comply with this Conflict of Interest Policy.

2.2 Conflicts of interest may arise where someone’s personal, professional, institutional or family interests and/or loyalties conflict with those of the IOG. Such conflicts can:

2.2.1 inhibit free discussion

2.2.2 result in decisions or actions that are not in the best interests of the IOG

2.2.3 risk giving the impression that the IOG has acted improperly

2.2.4 lead directly or indirectly to false judgements or inappropriate decisions.

2.3 The aim of this Policy is to protect IOG, the Directors, the Executive and the Committees and staff from any impropriety or appearance of impropriety.

3. Definition of Interests

3.1 Interests are defined as:-

3.1.1 **Direct financial interests** – where an individual stands to gain direct financial benefit from a decision.

3.1.2 **Indirect financial interests** – where a close relative of an individual stands to benefit financially from a decision; and where the financial affairs of the individual and relative in question are bound through the legal concept of ‘joint purse’.

3.1.3 **Non-financial interest or personal conflicts** – where an individual receives no financial benefit from the decision but continues to be influenced by external factors. This includes interests arising from membership of clubs and other organisations.

3.1.4 **Conflict of loyalties** – where an individual may have competing loyalties between the IOG and some other person or entity.

4. Declaration of Interests for Recording on the Register of Interests

4.1 IOG maintains a Register of Interests (“the Register”) appropriate to its activities, which includes the interests of close family members. This Register is kept securely by the IOG Company Secretary but is under the final responsibility of the IOG Chair.

4.2 The Directors, Committees, Executive and staff shall declare their interests and any gifts or hospitality (over a value of £100) received in connection with their role in the IOG. Declarations of gifts should be made in writing to the registered office of the IOG, to the Company Secretary; all must be drawn to the Chair’s attention.

4.3 New Directors and staff are required to complete a Declaration of Interests Form on appointment and must inform the Company Secretary at Head Office when any changes occur.

5. Data Protection

5.1 Personal information provided by the Directors, members of the Executive, members of Committees & staff will be processed in accordance with data protection principles as set out in the Data Protection Act 1998 and the IOG shall make notification to the Information Commissioner as may be required. Personal data will be processed to ensure that the Directors, the Executive/staff and Committees act in the best interests of the IOG and in accordance with the IOG’s Memorandum and Articles of Association. The information provided will not be used for any other purpose.

6. A Conflict of Interest

6.1 If a conflict of interest arises at a meeting of the Directors, the Executive or any of the Committees, or staff, the individual who has a conflict of interest shall be obliged to declare his or her interest.

6.2 A Director or member of the Executive or staff or any of the Committees shall not be involved in any decision relating to a matter in which he or she has a material interest except with permission of the Chair, the Board, the CEO or the Committee in which the matter arises and in

accordance with this Policy.

6.3 A Director, member of the Executive or staff or Committee is permitted to be involved in any decision relating to a matter in which he or she has a material interest if such interest arises **only** by virtue of his or her status as an employee of the IOG. In such circumstances no such specific permission is required provided that a declaration of that interest has been made.

6.4 If a Director, member of the Executive/staff or any Committee fails to declare an interest which is known to any Director, member of the Executive or the relevant Committee (as the case may be) then such other person may declare that interest.

7. Decisions taken where a Director, member of the Executive or Committees has an interest

7.1 A Director or member of the Executive or any of the Committees shall not vote at any meeting of the Board, the Executive or any of the Committees on any resolution concerning any matter in which he or she has an interest or duty which is material and which conflicts or may conflict with the interests of the IOG unless otherwise determined in accordance with this policy.

7.2 Where there is any uncertainty or disagreement about how to handle any conflict or potential conflict, decisions are for the IOG Chair, where possible in consultation with the Directors (see 7.3 below); or for the CEO, in the case of the Executive and staff.

7.3 The relevant meeting of the Board of Directors, Executive, staff or Committee shall decide (by way of majority vote of non-conflicted members) which of the following options should be taken, such decision to rest on the judged degree and significance of the conflict:

7.3.1 The individual should leave the meeting while the item is being discussed.

7.3.2 The individual should be allowed to remain in the meeting while the item is being discussed, but should not be allowed to take part in the discussion or vote.

7.3.3 The individual should be allowed to speak on the item, but should not vote or seek to sway discussion.

7.3.4 The individual should be allowed to speak and vote on the item.

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

7.4.1 the nature and extent of the conflict;

7.4.2 the outline of the discussion;

7.4.3 the actions taken to manage the conflict; and

7.4.4 whether the person concerned was permitted to participate in consideration and vote/speak on the matter in respect of which the conflict arose.

Additional interests and conflicts of interest raised at a Board Meeting or Executive/staff meeting will be noted in the Register.

8. Managing Contracts

8.1 If a Director (or member of the Executive or staff) has a conflict of interest, he or she must not be involved in managing or monitoring a contract in which he or she has 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.

9. Policy Review

9.1 This policy will be reviewed annually. Next review date: October 2017

10. Board meetings

10.1 At all Board meetings "Conflicts of interest" shall appear on the agenda, giving the opportunity for any Board member, or observer, or member of Executive or staff present, to report on any new conflict of interest not in the Register or any potential conflict relevant to that meeting's agenda. The Chair shall then decide on appropriate action to be taken. The Chair shall also decide whether to draw attention to, or how to deal with, any known conflict that might have relevance to the day's agenda.

10.2 Any such statements or actions must be reported in the minutes of the meeting.

Appendix A – Declaration of Interest Form

IOG DECLARATION OF INTEREST FORM

1 Introduction

Sound governance requires that we have systems in place to identify and consider potential conflicts of interest and related party transactions. The systems and processes by which we do this are described in the IOG Conflict of Interest Policy. Accordingly, please ensure you have read this policy and completed this form with all relevant information.

Please note that the form extends to immediate family (spouse/partner, children and parents).

2 Membership of or involvement with sports clubs and governing bodies of sport

Please provide full details of any memberships or involvements which are current or have expired in the last five years.

Self or immediate family	Name of organisation	Nature of involvement	Current or Expired

3 Membership or involvement with other related organisations eg Sport England

Please provide full details of any current membership, employment or other involvement or any that have expired in the last five years.

Self or immediate family	Name of organisation	Nature of involvement	Current or Expired

4 Professional and commercial/financial interests

These would include commercial/financial interests in companies owning, operating or providing sports facilities or services plus interests in companies that have or are attempting to provide any commercial arrangement with the IOG.

Please provide details of any involvements that are current or have occurred in the last five years.

Self or immediate family	Name of organisation	Nature of involvement	Current or Expired

5 Any other matters not covered but require disclosure:

Self or immediate family	Name of organisation	Nature of involvement	Current or Expired

6 Declaration

I confirm that to the best of my knowledge and belief the information given above is correct and complete.
I undertake to update this record if and when any changes take place.

Name in full:

Signature:

Date:
