

BEES UNITED CONFLICT OF INTERESTS POLICY

This policy applies to Directors and staff (if any).

Why Bees United has a policy

Directors have a legal obligation to act in the best interests of the organisation, and in accordance with the constitution. Staff also have similar obligations.

Conflicts of interests may arise where an individual's personal, family or friendship interests and/or loyalties conflict with those of Bees United. Such conflicts may create problems as they can:

- Inhibit free discussion
- Result in decisions or actions that are not in the interests of Bees United
- Create the impression that Bees United has acted improperly

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

The Declaration of Interests

Bees United Rules (March 2021), 36. h., states, "No person can be a member of the Society Board who: h. Is an employee of the club or of an ownership company and any subsidiaries¹.

Directors and staff are asked to declare their interests, and any gifts or hospitality (unless in accordance with rule 47.²) received in connection with their role in Bees United. A *declaration of interests form* is provided for this purpose, listing the types of interest that should be declared which is provided to Board members as a requirement of agreeing to serve on the Board.

To be effective, any change in any declaration is requested of Board members at each Board meeting, and is also applicable when any change occurs.

Anyone who is not sure what to declare, or whether/when a declaration needs to be updated, should, contact the Secretary for confidential guidance or if the Secretary needs guidance the matter may be referred to the Chairman.

Interests will be recorded on the register of interests, which will be maintained by the Secretary. These interests must be updated at least annually following the BU Board AGM.

Data Protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection, Privacy and Electronic Communications (Amendments) (EU Exit) Regulations 2019. Data will be processed only to ensure that Directors act in the best interests of Bees United. The information provided will not be used for any other purpose.

What to do if you face a conflict of interest

¹ And references to rule 36. shall include any revision of or any renumbering of this rule

² And references to rule 47. shall include any revision of or any renumbering of this rule

If an individual is involved with a contract or any other material financial interest (other than as referred to in rule 47) with Brentford Football Club you should not be involved in any decision of the Society board that directly affects that contract with the Club. Interest should be declared at the earliest opportunity and the individual should withdraw from any subsequent discussion. The same applies if an individual has a conflict for any other reason (ie non-contractual).

With the Chairman/Secretary's permission an individual may participate in discussions from which they may indirectly benefit, for example where the benefits are universal, or where the benefit is minimal.

If an individual fails to declare an interest that is known to the Secretary and/or the Chairman of the Board, the Secretary or Chairman will declare the interest or may be asked to vacate their office or resign as otherwise referred to in rules, 37. and 48³.

Decisions taken where a Director or member of staff has an interest

In the event of the board having to decide upon a question in which a Director or member of staff has an interest, all decisions will be made by a majority vote of the board (in accordance with rule 48.). A quorum must be present for the discussion and decision, in accordance with rule 42⁴; and 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 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

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

Managing Contracts

If an individual has a conflict of interest, they must not be involved in managing or monitoring a contract in which they 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.

Adapted from 'Managing Conflicts of interest in the Not-for-Profit Sector', ICSA Best Practice Guide, ICSA

³ And references to rules 37. and 48., shall include any revision of or any renumbering of this rule

⁴ And references to rule 42. shall include any revision of or any renumbering of this rule