

[COMPANY LOGO]

CONFLICTS OF INTEREST AND DECLARATION OF GIFTS AND HOSPITALITY POLICY

[company name]

Registered in England [company number]

Registered Office: Number One Bickerstaffe Square, Talbot Road, Blackpool, FY1 3AH

Agreed: [date]

Updated:

Legal Obligation

Directors have a legal obligation to act in the best interests of the company and in accordance with the governance framework and articles of association. Staff advising the Board also have similar obligations.

Such conflicts may create problems; they can:

- inhibit free discussion
- result in decisions or actions that are not in the interests of the company and create the impression that the company has acted improperly

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

In this policy 'directors' refers to non-executive directors and senior members of staff who are accountable to the Board.

Types of interests

Conflicts of interests may arise where an individual's personal or immediate family interests (to include spouse/partner, siblings, children and parents) and/or loyalties conflict with those of the company. Conflicts of interests can either be a material conflict or a situational conflict.

Material interests

Material conflicts occur when directors have an interest in a transaction concerning the company.

Directors should declare their interest at the earliest opportunity and where appropriate, withdraw from any subsequent discussion. They should also ensure that they do not seek to influence any decision in relation to the transaction.

Directors may, however, participate in discussions from which they may indirectly benefit, but only where the benefits are universal, or where the benefit is minimal and non-financial. This is called an 'accepted interest' and still should be recorded (the Company Secretary will record this in the minutes).

As the remuneration of non-executive directors is a matter for the Council then no interest needs to be declared should this be the subject of an agenda item.

Situational conflicts

Situational conflicts occur when a director serves on another company within the Council's group or holds a directorship/senior position on an organisation in the same sector.

If the organisations concerned are not 'competitors' in providing similar goods or services then it would be unlikely to be a substantial conflict. However, this policy sets down how any potential conflict could be dealt with, should the situation arise.

When a director is first appointed, situational conflicts will be authorised by the Shareholder and also upon any review of the directorship.

Other interests

Other interests may occur which could potentially prejudice a decision. The Director should seek the advice of the Company Secretary (or representative), if unsure whether an interest ought to be declared.

Register of Interests

Board Members should complete a general register of interest form declaring any interests held in other entities which can act as a general disclosure for any future transactions between the company and such entities. If a Board Member is unsure whether to disclose an interest or not, it is best practice to make the disclosure, in order to avoid a potential breach of duties.

To be effective, the register of interests needs to be updated at least annually and also within 28 calendar days of any interest changing, or a new interest becoming registrable.

If you are not sure what to register, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the Company Secretary (or representative) for confidential guidance.

Interests will be recorded on the register of interests, which will be maintained by the Company Secretary.

Declaring interests at meetings

It is the responsibility of the Board Director to consider and declare interests appropriately at meetings. This includes reading all papers in advance in order to identify where potential conflicts may occur. The Director should seek the advice of the Company Secretary (or representative), if unsure whether an interest ought to be declared.

If you fail to declare an interest that is known to the Company Secretary and/ or the Chair of the Board, the Company Secretary or Chair will declare the interest. It must be stressed though that the responsibility is with the Director or employee to declare and register interests.

It is paramount to record and keep accurate minutes of the Board meetings where the Board Members' conflicts are declared.

Registration of gifts and hospitality received

You should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you as a result of your position within the company. This is particularly important where acceptance may prejudice (or be perceived to prejudice) a decision of the company that you are involved with.

Where you do accept a gift or hospitality, this should be registered and a form is provided for this purpose.

Data Protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 2018 and the General Data Protection Regulation 2018. Data will be processed only to ensure that Board Directors act in the best interests of the company. The information provided will not be used for any other purpose.