

Oxford Bridge Club CIO – Conflict of Interest Policy

This policy applies to the Trustees and Officers of the OBC CIO.

Why have a policy?

Trustees have an obligation to act in the best interests of the OBC CIO, and in accordance with Constitution and Articles of Association. Conflicts of interests may arise where an individual's personal, family or occupational interests and/or loyalties conflict with those of the Club and Charity Commission guidance.

Such conflicts may create problems; they can:

- Inhibit free discussion
- Result in decisions or actions that are not in the interests of the Club and
- Risk the impression that the Trustees have acted improperly.

The aim of this policy is to avoid any impropriety and protect the club and individuals from the appearance of it.

The declaration of interests

Accordingly, we are asking Trustees [and Officers] to declare their interests, and any gifts or hospitality received in connection with their role as a Trustee. A declaration of interests' form is provided, prior to appointment, for this purpose, listing the types of interest you should declare¹.

To be effective, the declaration of interests needs to be updated when any changes occur.

If you are not sure what to declare, 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 club secretary or chairman for confidential guidance. Interests will be recorded on the Trustee Register of Conflicts of Interests, which will be maintained by the club secretary. The register will be accessible by any of the Trustees.

Data Protection

The information provided will be processed in accordance with data protection principles as set out in GDPR 2018. Data will be processed only to ensure that Trustees and Officers act in the best interests of the club. The information provided will not be used for any other purpose.

What to do if you face a conflict of interest

If you have a personal interest with persons, family members or a service provider who could benefit from your involvement in decision making, you should not be involved in decision making that could influence other Trustees. 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 club secretary and/or the chairman of the Trustees, the secretary or chairman will declare that interest.

Decisions taken where a Trustee has an interest

In the event of the trustees having to decide upon a question in which a trustee or officer has an interest, all decisions will be made by vote, with a two thirds majority of those present and voting 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 Trustees may not vote on matters affecting their own interests. They may participate in the discussion but not the decision-making process.

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

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.

1 Examples of conflicts of interest: (including but not limited to).

- Anyone with connections to a company seeking to supply paid services to OBC has a potential conflict of interest.
- Anyone who is paid for directing or teaching bridge and is involved with decisions on rates of pay or allocation of work, has a clear conflict of interest.
- Any officer of another bridge club, or charity, has a potential conflict of interest (*they might favour that club/charity's interests ahead of OBC's*)
- Anyone involved in a conduct issue who knows any of the people involved has a potential conflict of interest.
- Any of the above cases where a spouse or close friend of the Trustee or Officer might be affected.
- Issues involving money, especially payments to Trustees, are usually the most important conflicts of interest.