

# **ACPGBI Policy on Declarations of Interest**

**This policy applies to members of the Executive Committee of ACPGBI**

## **Why we have a policy?**

Members of the Executive Committee have an obligation to act in the best interests of ACPGBI and to avoid situations that might bring the organisation into disrepute.

A member may have interests and/or loyalties which are at variance with those of the charity. These may create problems; they can:

- inhibit free discussion
- result in decisions or actions that are not in the interests of ACPGBI
- risk the impression that ACPGBI has acted improperly.

**A Declaration of Interest is simply a statement of an activity that might be perceived both internally or externally as potentially conflicting with the activities of the individual within the organisation and specifically with their ability to fulfil their role impartially as a member of the Executive Committee of ACPGBI.**

## **What should a Declaration of Interest statement cover?**

Members of the Executive Committee have accepted a duty to act in the best interests of ACPGBI. Individuals should not benefit from the organisation and should not be influenced by their wider interests when making decisions affecting the charity.

## **Declaration of Interests**

Potential and new members of the Executive Committee of ACPGBI should be informed that they will be expected to declare their interests on appointment and subsequently, when they arise. If the potential member of the Executive is concerned about a possible conflict of interest, they should discuss the matter with the Honorary Secretary before agreeing to take up the position. On appointment, members of Executive should be asked to complete a declaration of interests form. New appointees may be uncertain as to what comes under this heading (in which case they should consult the Honorary Secretary), but as they gain more experience on the board, their understanding of exactly which interests might create difficulties will develop. The declaration of interests needs to be updated when material changes occur, and reviewed on a regular basis – at least annually.

When asking members of Executive to complete a declaration of interests, the following areas should be considered:

- employment
- any previous employment in which the member still has a financial, or other, interest
- any other appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals
- professional and organisational membership that may be at variance with the purposes of ACPGBI
- membership of any special interest groups
- investments in unlisted companies, partnerships and other forms of business that might impact on ACPGBI activity
- major shareholdings and beneficial interests in companies associated with ACPGBI
- gifts or hospitality offered to the member by external bodies and whether this was declined or accepted
- period of suspension pending formal professional or medicolegal enquiry (constitutionally notifiable)
- family connections where relevant, such as the trustee's spouse/partner working for a similar organisation or funder
- using, or caring for a user of, the organisation's services
- any contractual relationship between the member or a connected person and the charity or its subsidiary. The level of detail required in the register may depend on:

- a. the size and culture of the organisation,
- b. the likelihood of a conflict arising,
- c. the potential damage that could be caused by a conflict.

All charities and not-for-profit organisations are accountable to a range of stakeholders and should consider their activities carefully. Executive members working in sensitive areas, involved with large sums of money, or subject to a high level of scrutiny, may need to be extra vigilant. Organisations need to find a balance between accountability and unwarranted intrusion into the affairs of their members.

### **Register of Interests**

Completed declarations should be returned to the Honorary Secretary, who will be responsible for keeping the register of interests up to date. The register of interests is kept as a confidential document, to be maintained and monitored by the Honorary Secretary. The register will be accessible by President and Honorary Secretary. The information provided will be processed in accordance with current data protection principles as set out in the Data Protection Act. The information provided will not be used for any other purpose.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety. As such, we are asking members of the Executive Committee to declare their interests, and any gifts or hospitality offered and received in connection with their role within ACPGBI.

A declaration of interests form is provided for this purpose, listing the types of interest you should declare. To be effective, the declaration of interests needs to be updated at least annually, and when any material 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 Honorary Secretary for confidential guidance.

Nicola Fearnhead  
President  
September 2019

Charles Maxwell-Armstrong  
Honorary Secretary

## ACPGBI EXECUTIVE DECLARATION OF INTEREST FORM

I ..... as a member of the Executive Committee of the Association of Coloproctology of Great Britain and Ireland have set out below my interests:

|    | NATURE OF INTEREST  | Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection |
|----|---|--|
| 1. | Current employment and any previous employment in which you continue to have a financial interest.  |  |
| 2. | Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals etc.  |  |
| 3. | Membership of any professional bodies, special interest groups or mutual support organisations.   |  |
| 4. | Investments in unlisted companies, partnerships and other forms of business, major shareholdings [charities may set a figure here, e.g. more than 1% or 5% of issued capital] and beneficial interests. |  |
| 5. | Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months.   |  |

|    |  |  |
|----|--|--|
| 6. | Do you use, or care for a user of the organisation's services?     |  |
| 7. | Any contractual relationship with the charity or its subsidiaries? |  |
| 8. | Any suspension from normal duties?                                 |  |
| 9. | Any other conflicts that are not covered by the above.             |  |

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the Declaration of Interests policy

Signed:

Date:

Print Name:

Position: