



# CONFLICT OF INTEREST POLICY

All staff, volunteers, Board and Sub Committee Members/Office Bearers of Angling Scotland will strive to avoid any conflict of interest between the interests of the Organization on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

**Document/Version Control**

Ver	Date	Description of changes/actions	Person Responsible	Approved by	Next Review Date
1.0	1 Dec 17	Initial draft	Gus Brindle	Chair SFCA	Following review
1.1	1 Jan 18	Initial Version approved by Angling Scotland Board Meeting	Gus Brindle	Chair SFCA	1 Jan 21
2.0	1 Jan 21	Revised version – no significant changes	Gus Brindle	Chair SFCA	1 Jan 24
3.0	1 Jan 24	Revised version – no significant changes	Gus Brindle	Chair SFCA	1 Jan 27

**Reviews/Version Control**

This Qualification manual is to be reviewed and republished every 3 years.

All changes/reviews are to be recorded in the log above and must be approved by the Angling Scotland Board.

The purposes of this policy is to protect the integrity of the Organization's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff, committee members and office bearers.

Examples of conflicts of interest include:

- 1 A Director who is also a Member who must decide whether membership fees should be increased.
- 2 A Board member who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
- 3 A Sub Committee member who is also on the committee of another organisation that is competing for the same funding.
- 4 A Board member who has shares in a business that may be awarded a contract to do work or provide services for the organisation.
- 5 A Tutor/Assessor or Internal Verifier involved in the delivery, assessment or internal verification of a coaching qualification who has a personal relationship with, or interest in respect of an individual that they have been asked to assess or internally verify.

Upon appointment each Board or Sub Committee member, Tutor/Assessor or Internal Verifier will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest in the format provided at Annex A. This written disclosure will be kept on file by the Monitoring Officer (Angling Scotland Administrator) and will be updated as appropriate.

All Board or Sub Committee members, Tutor/Assessor or Internal Verifiers are required to notify any changes to their declarations within 28 days of that change occurring. In the case of Tutor/Assessors and Internal Verifiers, individuals are re review their declarations on appointment to an Assessor/Internal Verifier role for any Coaching Qualification.

In the course of meetings or activities, Directors, Sub Committee members, Tutor/Assessors or Internal Verifiers will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and those of the individuals concerned or a conflict between the best interests of two organisations that the individual is involved with.

After disclosure, individuals understand that they may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other Directors or Sub Committee members present at the time. In respect of Tutor/Assessors and Internal Verifiers, they understand that they may be

required to reclude themselves from the assessment/internal verification process for the individual which who the conflict of interest exists.

Any such disclosure and the subsequent actions taken will be noted in the minutes of Board or Standardisation meetings.

This policy is meant to supplement good judgment, and staff, volunteers, Board, Sub Committee Members and Office Bearers should respect its spirit as well as its wording.

Adopted on 1<sup>st</sup> January 2021

*Gus Brindle*

Director  
On behalf of the Board

ANNEX A TO  
CONFLICT OF  
INTEREST POLICY

**NOTICE OF REGISTRATION**

**REGISTER OF MEMBERS' INTERESTS**

TO: **The Monitoring Officer**, Angling Scotland Administrator

**Details of Member:**

Title:

First Names:

Surname:

Address:

Post code:

Telephone: Mobile:

Email:

**Appointment/Office Held:**

If you require any help in completing this form, please contact the Monitoring Officer (Angling Scotland Administrator)

You are required by the Code of Conduct to register certain financial and other interests within 28 days of the adoption of the Code of Conduct or after appointment as a Board or Sub Committee Member or as an employee of Angling Scotland Ltd.

Any change in the information provided in this form must be notified to the Monitoring Officer in writing or by email within 28 days of the date of the change.

The information you give in this form will be published in the register of interests and will be available for inspection by the membership. If you consider that the information relating to any of your personal interests is sensitive information, **and the Monitoring Officer agrees**, you need not include that information when registering that interest, or, as the case may be, a change to that interest.

“Sensitive information” means information whose availability for inspection by the membership creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

Details of Financial and other interests

**(i) Any body of which you are a member or in a position of general control or management and to which you are appointed or nominated.  
(please give the name in full and do not use acronyms)**

Name of body	Your position	Role

If there is insufficient space above, please continue on the continuation sheet at the end of this form.  
**Note:** enter here all **outside** bodies to which you are a member and any position you hold on those bodies, such as chairman, a member of a management committee or as an officer. State if you are a chairman of a governing body.

**Any employment or business carried on by you  
(please give the name in full and do not use acronyms)**

**Note:** You should enter here every employment, office trade, profession or vocation that you have to declare for income tax purposes. Details of income are not required. Say what you do. E.g. teacher, accountant, CEO

**Any person or body who employs or has appointed you  
(please give the name in full and do not use acronyms)**

**Note:** Give the name of your employer or the person or body who appointed you to any office, or the name of the firm of which you are a partner, director or consultant.

**Any person or body, other than a relevant authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties.  
(please give the name in full and do not use acronyms)**

**Note:** You must give the name of any person or body who has made a payment to you towards your expenses as an Executive Committee Member or Office Bearer or towards your election expenses. You do not need to include support provided by your club unless this has originate from a commercial organization or body that may be construed as seeking to gain influence.

**(viii) The interests of any person from whom you have received a gift or hospitality with An estimated value of at least £25**

Name of body <i>(please give the name in full and do not use acronyms)</i>	Your position	Type of Gift

If there is insufficient space above, please continue on the continuation sheet at the end of this form.  
**Note:** You must register (within 28 days or receipt) the interest of any person from whom you have received any gift or hospitality **worth £25 or over** that you receive **in connection with your official duties as a member** together with the nature of the gift or hospitality. The date is required because you will need to declare the interest at meetings for a period of 3 years. You do not need to register gifts and hospitality which are not related to your role as a member, such as Christmas gifts from your friends and family, or gifts which you do not accept. However, you should always register a gift or hospitality if it could be perceived as something given to you due to your position or if your authority requires you to.

**For Tutor/Assessors and Internal Verifiers – Any personal relationship with, or interest in respect of an individuals that you have been assigned to assess or internally verify. Please provide the name and detail of the conflict of interest**

Name of Individual	Nature of Relationship/Conflict of Interest

**Note:** The information required by this form is the minimum required to comply with the Code but you may have other interests which you may wish to declare and be available for public inspection. For example there may be matters where a close relative may have interests which at some point you are likely to need to declare when present at a meeting.

**If there is any other matter which you have not declared above as a personal interest, you may if you wish disclose it here to be available on the public register of interests.**

Completion of this part is optional

**Continuation sheet**

(Use this sheet for any information where there is insufficient space on the form)

## DECLARATION

I have set out in this form, under the appropriate headings, my financial and other interests which I am required by the Code of Conduct and Conflict of Interests Policy adopted by Angling Scotland Ltd to register with the Monitoring Officer.

<b>I understand that failure to declare a financial or other interest as required by the Code of Conduct and Conflict of Interests Policy would be a failure to comply with that Code/Policy.</b>	
Signed	
Print name	
Date	

For office purposes only

Date received by Monitoring Officer	
Checked by Monitoring Officer	