



Herts Sports Partnership Board - Declaration of Pecuniary and Personal Interest

Name: _____

I [Name], declare as a HSP Board Member that I hold the following personal and/or pecuniary interest(s):

Pecuniary interests	Please provide details of the interest
Current employment	
Businesses (of which I am a partner or sole proprietor)	
Company trusteeships – details of all companies of which I am a director	
Charity trusteeships – details of all companies of which I am a trustee	
Membership of professional bodies, membership organisations, public bodies or special interest groups of which I am a member and have a position of general control or management	
Gifts or hospitality offered to you by external bodies while acting in your position as a HSP Board member and whether this was declined or accepted in the last 12 months	
Contracts offered by you for the supply of goods and/or services to the trust/school	
Any other conflict	

Personal interests	Name	Relationship to me	Organisation	Nature of the interest
Immediate family/close connections to HSP Board member				
Company directorships or trusteeships of family/close connections to HSP Board member				

To the best of my knowledge the information supplied above is correct and complete. I understand that it is my responsibility to declare any conflict of interest/loyalty, business or personal that relates directly or indirectly, to myself or any relation in any contract, proposed contract or other matter when present at a meeting of the HSP Board where such contract or matter comes under consideration. I understand that I must withdraw from any meeting during the discussion of such contract or matter and must not vote in respect of it.

I agree to review and update this declaration annually and give consent for the information provided to be used in accordance with the HSP Board's conflicts of interest policy.

Signed: _____

Date: _____

Herts Sports Partnership Board – Guidance Notes

HSP Board members have a legal duty to act only in the best interests of Herts Sports Partnership. Where a situation arises in which they cannot do this due to a personal interest they have, steps should be taken to identify, prevent and record the conflict. This ensures HSP Board members are acting in the best interests of Herts Sports Partnership.

In the declaration above, you must provide details relating to:

- Your ownership or partnership of a company or organisation which may be used by the Board to provide goods or services;
- Goods or services you offer which may be used by the Board;
- Any close relation you have to someone who satisfies either of the above;
- Any close relationship you have to someone who is employed by the Board.

Declaring your conflicts of interest is a legal requirement within the Code of Governance Framework. However, making an annual declaration does not remove your requirement to make an oral disclosure of the interest and temporarily leave the meeting, where the interest is relevant to something being discussed.

Pecuniary interests

Generally, Board members should not participate in any discussions in which they may directly or indirectly benefit from a pecuniary interest, except where the relevant authority has authorised this. A direct benefit refers to any personal financial benefit and an indirect benefit refers to any financial benefit you may have by virtue of a relationship to someone who stands to gain from a decision of the HSP Board. Both direct and indirect interests must be declared.

Non-pecuniary interests (Conflicts of loyalty)

There may be a non-pecuniary interest whereby the Board member does not stand to gain any benefit but a declaration should still be made. While the Board member might not benefit personally, their judgment could be impaired if something was brought up that would affect them.

Handling the conflict

The HSP Board must make a decision as to whether or not they should take steps to remove conflict by:

- Not pursuing the course of action it relates to; or
- Proceeding with it in an alternative way which does not give rise to conflict; or
- Not appointing the Board member in question or seeking to secure their resignation.

In the minutes of the meeting, the following should be recorded:

- The nature of the conflict;
- Which Board member(s) it relates to;
- Whether a declaration was made in advance of the meeting;
- A brief overview of what was discussed;
- Whether the Board member(s) withdrew from the meeting;
- How the HSP Board made the decision in the best interest of Herts Sports Partnership.