



**Young Farmers'  
Clubs of Ulster**

## **CONFLICT OF INTEREST POLICY**

This policy was approved by the  
Board of Directors of the Young  
Farmers' Clubs of Ulster

*Date:* 6 September 2018

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## Policy Details

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**Document Details**  
Conflict of Interest Policy

**Young Farmers' Clubs of Ulster**

**Approval Date**  
6 September 2018 Management Board Meeting

**Accountability**  
All employees Young Farmers' Clubs of Ulster

## Section 1

### Introduction to Young Farmers' Clubs of Ulster (YFCU)

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#### Vision:

The Young Farmers' Clubs of Ulster's vision is of a robust rural community which recognises and values all young people as key stakeholders.

#### Mission:

Our mission is to encourage individual development. Creativity, initiative and contribution for the benefit of members, the Association, industry and community.

YFCU will ensure that this policy will incorporate best practice within the organisation to ensure that confidentiality is prioritised through the whole service and each staff member and volunteer is aware of the policy and procedures attached.

## Young Farmers' Clubs of Ulster: CONFLICT OF INTEREST POLICY

This policy applies to all **Board of Directors of YFCU** members.

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

The Board of Directors have ultimate responsibility for all actions carried out by staff and committees throughout YFCU's activities. Board of Directors have a legal obligation to act in the best interests of YFCU and in accordance with YFCU's governing document.

Conflicts of interest may arise where an individual's personal or family interests and/or loyalties to some other individual or group conflicts with those of YFCU. Such conflicts may create problems. They can:

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

The purpose of this policy is to protect both YFCU and its Board of Director from any appearance of impropriety.

### **The declaration of interests**

Accordingly, we are asking the Board of Directors have to declare their interests, and any gifts or hospitality received in connection with their role in YFCU. They have a personal responsibility to declare conflicts of interest in order to fulfil their legal duty to act only in the best interests of the charity.

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 also 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 Chairperson for confidential guidance. Interests will be recorded on YFCU's register of interests, which will be maintained by the Chairperson. The register will be accessible by the Board of Directors and the CEO.

## **Recording decisions**

Decisions taken where a Board of Directors has an interest:

In the event of the Board of Directors having to decide upon a question in which a Board Member has an interest, all decisions will be made by vote, with a simple majority 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 Board Members may not vote on matters affecting their own interests.

All decisions under a conflict of interest will be recorded 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.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.

## **Data Protection**

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that the Board Members can act in the best interests of YFCU. The information provided will not be used for any other purpose.

## **What to do if you face a conflict of interest**

All conflicts of interest, whether actual or potential, should be declared promptly at the earliest possible opportunity:

- Any Board Member who has a financial interest in a matter under discussion should declare the nature of their interest and withdraw from the room, unless they have dispensation to speak.
- If a Board Member has any interest in the matter under discussion, which creates a real danger of bias, that is, the interest affects the organisation which they represent, or a member of their household, more than the generality affected by the decision, they should declare the nature of the interest and withdraw from the room, unless they have dispensation to speak.
- If a Board Member has any other interest which does not create a real danger of bias, but which might reasonably cause others to think it could influence their decision, they should declare the nature of the interest, but may remain in the room, participate in the discussion, and vote if they wish.
- If a Board Member is in any doubt about the application of these rules, they should consult with the chairperson.
- If you fail to declare an interest that is known to the chairperson, the chairperson will declare that interest. It is recommended that Board members' interests are listed in a register, an example of which is given below:

#### Template Register of Interests

Name of Board Member	Description of interest	Does the interest relate to the board member or a person closely connected to the board member?	Is the interest current?
Mr James Smyth	Owner of consultancy firm	Spouse of board member	Current
Ms Jane Rowan	Board member of a development group	Board member	Former committee member, retired in February 2004
Mr Roland Brown	Owner of events management company	Spouse of board member	Current

## Template register of interests

Category	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
Current employment and any previous employment in which you have a financial interest	
Appointments (voluntary or otherwise) e.g. trusteeships, directorships, professional chairs, local authority membership, etc.	
Membership of any professional bodies, special interest groups, or mutual support organisations. (It is not necessary to declare an interest if your interest in another charity is only as a subscription paying member)	
Investments in unlisted companies, partnerships and other forms of business, significant shareholdings and beneficial interests in listed companies. (Significant for this purpose means holding, together with your family, more than 5% of the issued voting shares of the company).	
Gifts or hospitality offered to you by external bodies whilst acting in your position as a trustee of ACIE and whether this was declined or accepted in the last 12 months	
Do you or your immediate family use, or care for a user of, the charity's services?	
Any contractual relationship with the charity [ <b>or its subsidiary</b> ]	
Any other conflicts of interest not covered by the above	

To the best of my knowledge the above information is correct and complete. I undertake to advise CEO of YFCU if any of the above information should change or if I become interested in any way that creates a potential conflict of interest with my position as a Board Member of YFCU, I agree to review and update this declaration annually. I give my consent for this information to be used for the purposes described in the charity's conflicts of interest policy and for no other purpose.

Signed \_\_\_\_\_ (**Board member**) YFCU Board of Directors

Date \_\_\_\_\_