

<b>Version Control</b>	
<b>Title</b>	KRSP Conflict of Interest and Declaration of Interest Form V1 290921
<b>Document Ref/Version No</b>	V1: 290921 V2: 270923
<b>Purpose of Document</b>	Directors have a legal obligation to act in the best interests of Kilkenny Recreation & Sports Partnership (KRSP) and in accordance with KRSP's governing documents and to avoid situations where there may be a potential conflict of interest. The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.
<b>Drafted By</b>	Nicola Keeshan (ref. IPA)
<b>Reviewed By</b>	
<b>Authorised By</b>	KRSP Board
<b>Effective Date</b>	27.09.23
<b>Review Date</b>	Biennial - 27.09.25
<b>Comments</b>	SGC: 5.2 (c) Establish a register of directors' interests. Update it each year. Board members must notify the board of any relevant changes to their interests when they happen. These should be recorded in the register.

## Policy Statement

Directors have a legal obligation to act in the best interests of Kilkenny Recreation & Sports Partnership (KRSP) and in accordance with KRSP's governing documents and to avoid situations where there may be a potential conflict of interest. Conflicts of interests may arise where an individual's personal, business or family interests and/or loyalties conflict with those of KRSP. Such conflicts may create problems; they can:

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

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

## The Declaration of Interests

Accordingly, we are asking directors to declare their interests and any gifts or hospitality received in connection with their role in KRSP. 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 if necessary during the year should any changes occur.

If a director is unsure what to declare, or whether/when a declaration needs to be updated, one is advised to err on the side of caution. Should a director wish to discuss this issue, please contact the Company Secretary or Chairperson for confidential guidance.

This register of interests shall also be used to record all gifts of a value over €50 received by the directors. Interests and gifts will be recorded on the KRSP's register of interests, which will be overseen by the Company Secretary. The register will be accessible to the Chairperson, Co-ordinator, Governance and Finance Officer, Company Secretary and Finance, Audit and Risk Committee.

## Data Protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 2018. Data will be processed only to ensure that directors act in the best interests of KRSP. The information provided will not be used for any other purpose.

## What to do if you face a Conflict of Interest

If you are a user of KRSP's services you should not be involved in decisions that directly affect the service that you receive. 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 Co-ordinator, Company Secretary and/or the Chairperson of the board, the Co-ordinator, Company Secretary or Chairperson will declare that interest.

## Decisions taken where a Director or Member of Staff has an Interest

The FAR Committee will review all Declaration of Interest Forms for potential conflict of interest. In the event where it is deemed there may be a conflict of interest or a perception of a conflict of interest a decision will be made by that committee to implement the necessary actions. For conflicts that cannot be resolved at this point, a recommendation will be made to the Board of KRSP to resolve. 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 by the Company 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.

## Kilkenny Recreation & Sports Partnership Declaration of Interest Form

I \_\_\_\_\_ as Director and Member of Kilkenny Recreation & Sport Partnership have set out below my interests in accordance with the organisation's conflicts of interest policy.

<i>Category</i>	<i>Please give details of the interest</i>	<i>Does the interest relate to you or, where appropriate, a member of your immediate family, connected persons or some other close personal connection?</i>	<i>Is the interest current?</i>
Current Employment and any previous employment in which you continue to have financial interest/income.			
Appointments (voluntary or otherwise), e.g. trusteeships, directorships, local authority membership, tribunals etc.			
Membership of any professional bodies, special interest groups or mutual support organisations			
Investments in unlisted companies, partnerships and other forms of business, major shareholdings and beneficial interests.			
Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months			
Any contractual relationship with the organisation			
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 conflicts of interest policy and for no other purpose.

**Directors Name:** \_\_\_\_\_  
**(PLEASE PRINT)**

**Signed:** \_\_\_\_\_

**Agency/Organisation:** \_\_\_\_\_

**Date:** \_\_\_\_\_