# Trustees Declaration of Interests Form

Trustees have a legal obligation to act in the best interests of Sheffield & Hallamshire County FA, and in accordance with 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 or family interests and/or loyalties conflict with those of *the charity*. Such conflicts may create problems; they can:

* inhibit free discussion
* result in decisions or actions that are not in the interests of *the charity*
* risk the impression that *the charity* 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 *trustees* to declare their interests, and any gifts or hospitality offered and received in connection with their role in *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 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 General Manager for confidential guidance.

## Data protection

Data will be processed only to ensure that trustees act in the best interests of *the charity*. The information provided will not be used for any other purpose.

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

If you believe you have a perceived or real conflict of interest you should:

* declare the interest at the earliest opportunity
* withdraw from discussions and decisions relating to the conflict.

In this case you may not participate in, or influence, the decision or any vote on the matter. You will not be counted in the quorum for that part of the meeting and must withdraw from the meeting during any vote on the conflicted item.

There are situations where you may participate in discussions from which you could indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal. This action will be agreed by the chair and minuted accordingly.

If you fail to declare an interest that is known to the Chief executive and/or *the chair of the board they will* declare that interest.

# Trustees Declaration of Interests Form

I ……… ………………………………..as trustee of Sheffield & Hallamshire County FA have set out below my interests in accordance with the organization’s conflicts of interest policy.

|  |  |
| --- | --- |
| **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 continue to have a financial interest. |  |
| 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 e.g. more than 5% of issued capital and beneficial interests. |  |
| Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months. |  |
| Do you use, or care for a user of the organisation’s services? |  |
| Any contractual relationship with the charity or its subsidiary. |  |
| 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.

Signed:

Position:

Date: