



POLICY ON DISCLOSURE OF INTEREST

APPROVED	26 APRIL 2022
NEXT REVIEW	APRIL 2027

1. **POLICY STATEMENT**

Kingsridge Cleddans Housing Association will maintain a register of interests of individual Committee members which discloses at a minimum their employment, positions of public responsibility, membership of other Housing Associations/Co-operatives and any financial interests which they may have relating to the work of the Association/Co-operative.

The register will also record details of any committee meetings where a conflict of interest is declared and will be available for public inspection when requested by any interested party.

2. **PERSONAL INTEREST**

Each Committee member should:

Disclose precisely any direct or indirect pecuniary interest or other interests which are not pecuniary, but which might influence judgement or give the impression that the member was acting for personal motives. Any member declaring such an interest should withdraw from that point of the meeting in which such matters are discussed unless specifically invited to remain.

Where a conflict of interest may be regarded as substantial, a Committee member should offer or be invited by the chair to withdraw from the meeting. Where the member does not offer to withdraw a vote will be taken of all members present to decide if the conflict of interest may be regarded as substantial in which case the member will be instructed by the chair to withdraw from the meeting.

Where the member is permitted to stay, he/she will not be allowed to participate on any discussion or vote on any outcome.

In all such cases, details of the conflict of interest and date of meeting will be recorded in the Register of Interests.

All Committee members will ensure that private or personal interests never influence decisions and that position on the Management Committee is never used for personal gain.

3. **CONSULTANTS, CONTRACTORS AND PROFESSIONAL ADVISERS**

Each Committee member will ensure that no special advantage is gained by virtue of Committee membership by using the services of a Consultant, Contractor, Professional Adviser or other individual or firm that works for the Association. If it is intended to use the services of any such body or individual, the arrangement will be defined at a Committee meeting before the transaction

takes place. All such instances will be recorded in the minutes of the meeting and will be entered in the Register of Interests.

The Association's lists of Approved Contractors and Consultants are reviewed on an annual basis. At the time of the review members will declare if they have any interest in any of the firms on or seeking admission to an approved list. They will also advise if any relatives or friends are employed by any such firms. In all such instances, members will be instructed to retire from that part of the meeting.

When the Association are considering an approved tender list for development contracts or are adding new contractors to our approved list, then we will send such contractors a pro forma to be signed which will confirm that no senior personnel within their organisation are related to any staff/committee members of the Association.

4. **FAILURE TO DISCLOSE AN INTEREST**

If it is subsequently discovered that any member has failed to disclose a relevant interest under the terms of the policy the matter will be considered by the Management Committee who will take a decision on whether to ask for the members resignation on the grounds of a breach of the Code of Conduct.

Where resignation is requested but is not forthcoming the Secretary will be empowered to call a special general meeting under rule 16(a) to seek expulsion of the member.

Where the Management Committee decide that the failure to disclose a relevant interest is of a minor nature that does not constitute a serious breach of the Code of Conduct the reasons for such a decision will be recorded in the minutes of the meeting and entered in the Register of Interests. In all such circumstances, the member will be reminded of their requirements to disclose all relevant interests and the likely outcome of a further failure to disclose an interest if repeated.

For the purpose of clarity examples of failure to disclose a serious relevant interest that may warrant a request for resignation are outlined at appendix (1).

5. **POLICY REVIEW**

The policy will normally be reviewed every 5 years or sooner in accordance with changing guidance, legislation, or best practice.

Appendix (1)

Failure to disclose a relevant interest.

Examples of issues that may be regarded as serious enough to warrant calls for a members resignation.

1. Failure to disclose an interest relating to the appointment of a member of staff.
2. Failure to disclose an interest relating to the award of any tender or maintenance contract.
3. Failure to disclose an interest relating to the admittance of any contractor or consultant to the Association's approved list.
4. Failure to disclose an interest relating to the appointment of any professional advisers.
5. Failure to disclose an interest where a financial gain resulted to the member as a consequence of any decision made by the Committee.

These examples are not exhaustive and are for guidance only.