



Policy & Procedure

Trustee / Directors ~ Declaration of Interest Form

1. Guidance Notes

Conflicts of interest may come in a number of different forms:

- direct financial gain or benefit to the Trustee/Director, such as:
 - payment to a Trustee/Director for services provided to the charity;
 - the award of a contract to another organisation in which a Trustee/Director has an interest and from which a Trustee/Director will receive a financial benefit; or
 - the employment of a Trustee/Director in a separate post within the charity, even when the Trustee/Director has resigned in order to take up the employment.
 - indirect financial gain, such as employment by the charity of a spouse or partner of a Trustee/Director, where their finances are interdependent;
- non-financial gain, such as when a user of the charity's services is also a Trustee/Director; and
- conflict of loyalties, such as where a Trustee/Director is appointed by another organisation or by one of the charity's funders, or where a friend of a Trustee/Director is employed by the charity.

There are a number of situations in which conflicts of interest commonly occur, and of which you, as Trustee/Director, should be aware.

2. Payment of Trustees/Directors

The most common type of direct financial gain to a Trustee/Director is the payment of a Trustee/Director. Payment means:

- payment to a Trustee/Director for a service provided to the charity, such as, undertaking paid work for the charity or legal or accountancy services;
- payment for acting as a Trustee/Director; and
- payment for a separate post within the charity, such as an adviser or chief executive, to someone who is also a Trustee/Director.

UK Deaf Sport's governing documents allow for the payment of Trustees/Directors in line with the conditions specified. These are replicated in UKDS's Conflict of Interest Policy. However such conflict of interest must be declared by the Trustee/Director in question on his/her annual Declaration of Interests or at a Board Meeting.



I, as a Trustee/Director of UK Deaf Sport have set out below my interests in accordance with the organisation's conflicts of interest policy

This form shall be updated annually in January.

Category	<i>Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons of some other close personal connection.</i>
Current employment and any previous employment in which you continue to have a financial interest.	
Appointments (voluntary or otherwise), e.g. Trustee/Directorships, 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 (more than [<i>pick figure e.g. 1% or 5%</i>] 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 in relation to UKDS and/or its work as a charity.	
Any contractual relationship with UKDS or its partners	
Any other conflicts that are not covered by the above such as other sporting or non-sporting bodies, either deaf or non-deaf.	

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:
