

## **BTPA Members Conflict of Interest Policy**

This Conflict of Interest Policy for Members aims to protect both the Authority and the Members involved from any appearance of impropriety.

Members have an obligation to act in the best interest of the Authority and should avoid situations in which their Authority duties, private and/or family interests and loyalty could be seen to be in conflict. In accordance with paragraph 9 of Schedule 4 to the Act the Authority has drawn up a code of practice for the conduct for Members<sup>1</sup> which must be complied with. This policy supports that code of conduct and complements the Authority's existing registers of gifts and hospitality and interests.

### **Definition of a Conflict of interest**

A conflict of interest is an actual or perceived personal financial interest or other gain for a Member or historical connection to the beneficiary of a decision made by the Authority.

### **Declaring the Conflict of interest**

The declaration of interests is updated on an annual basis and when any changes occur. In the event of a conflict of interest Members should advise the Chief Executive of the BTPA with immediate effect in writing. If Members fail to declare an interest that is known to the Authority and/or the Chairman, the Chief Executive or Chairman will declare that interest.

### **Members therefore must:**

- ensure their entry is kept up to date
- disclose the nature of any direct or indirect interest in any matter brought up for the consideration of the Authority
- refrain from taking part in any deliberation or decision on that matter

### **Considering the future likelihood of such events**

In considering a conflict of interest, the Authority will need to decide whether the conflict is likely to be exceptional such that it is not deemed to affect the Member's membership of the Authority or it would be so frequent that it might be best to consider alternative membership.

### **Decisions**

The Authority's Chief Executive will take account of declared interests when reviewing Authority and Committee Agendas and will bring to the attention of the respective Chairs potential conflicts of interests.

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<sup>1</sup> See Code of Governance Annex 2 – The Authority Code of Conduct

A decision under a conflict of interest will be recorded by the Authority's Chief Executive and reported in the minutes of the meeting. The meeting will record:

- the nature and extent of the conflict;
- an outline of the discussion;
- the actions taken to manage the conflict

### **Managing Contracts**

Members may not be involved in monitoring a contract in which they have an interest if there is a conflict of interest. Should the relationship be deemed unsatisfactory the contract may be terminated.

### **Data Protection**

The information provided in compliance with the policy 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 Members act in the best interests of the Authority. The information provided will not be used for any other purpose.