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Detail

1. INTRODUCTION

1.1 This Conflicts of Interest Policy (“the Policy”) applies to individuals and groups who can influence decision making within Table Tennis England. Specifically (but not exhaustively) it applies to the following groups:

- (i) Board of Directors (“the Directors”),
- (ii) Members Advisory Group (“MAG”)
- (iii) National Council (“Council”)
- (iv) members of TTE committees, sub-groups and working groups (“TTE Committees”)
- (v) Senior Leadership Team (“SLT”)

1.2 This Policy includes a register of interests and a declaration of interests form.

2. THE PURPOSE OF THE POLICY

2.1 Conflicts of interest may arise where the personal, professional, institutional or family interests of an individual conflict with those of Table Tennis England. Such conflicts can:

- 2.1.1 inhibit free discussion
- 2.1.2 result in decisions or actions that are not in the best interests of Table Tennis England
- 2.1.3 risk giving the impression that Table Tennis England has acted improperly
- 2.1.4 lead directly or indirectly to false judgements or inappropriate decisions.

2.2 The aim of this Policy is to protect Table Tennis England, the groups and individuals covered by clause 1.1 from any impropriety or appearance of impropriety.

3 DEFINITION OF INTERESTS AND ELIGIBILITY

3.1 Interests are defined as: -

- 3.1.1 **Direct financial interests** – where an individual stands to gain direct financial benefit from a decision. Examples would include an owner, shareholder or principal in a company that sponsors Table Tennis England or supplies or manufactures table tennis equipment or any product or service that is or may be specifically used to support table tennis.

- 3.1.2 **Indirect financial interests** – where a close relative of an individual stands to benefit financially from a decision as above.
 - 3.1.3 **Non-financial interests**– where an individual receives no financial benefit from a decision but continues to be influenced by external factors. This includes interests arising from membership of clubs and other organisations involved in table tennis. Another example would be the parent or coach of a player in the talent pathway.
 - 3.1.4 **Personal conflicts** – where an individual may have competing loyalties between Table Tennis England and some other person or entity that could influence a decision.
- 3.2 The business of Table Tennis England invariably means that many administrators and volunteers will receive some form of benefit (financial and/or non-financial) from Table Tennis England. Non exhaustive examples include a coach or a tutor receiving a fee, an administrator of a club or league that receives a grant, a player who is seeking selection or receive prize money. Such conflicts of interest need to be managed.
- 3.3 A person who has a direct financial interest is not eligible to be a Director.
- 3.4 In all other cases an individual with a potential conflict of interest is eligible to hold a position on groups such as MAG, Council, TTE, Committees or SLT but must declare and manage that conflict of interest in accordance with this Policy.

4 DECLARATION OF INTERESTS FOR RECORDING ON THE REGISTER OF BUSINESS INTERESTS

- 4.1 Table Tennis England maintains a Register of Business Interests appropriate to its activities, which includes the interests of close family members.

An annual written declaration should be completed and maintained as follows:

Completed by:	Maintained by:
Board Directors	Head of Operations and Governance
MAG	Chairman/Secretary of MAG
National Council	Chairman/Secretary of National Council
TTE Committees	Chairman/Secretary of each committee
SLT	Head of Operations and Governance

- 4.2 New individuals are required to complete a Declaration of Interests Form on appointment and must inform the relevant person above when changes occur.

5. DATA PROTECTION

- 5.1 Personal information provided by individuals will be processed in accordance with the Table Tennis England Privacy Policy and relevant data

protection legislation (GDPR). The information provided will not be used for any other purpose.

6. MANAGING A CONFLICT OF INTEREST

- 6.1 If a conflict of interest arises during a meeting, the individual who has a conflict of interest shall be obliged to declare his or her interest (“the conflicted individual”).
- 6.2 If a conflicted individual fails to declare an interest which is known to any other individual then such other person may declare that interest.
- 6.3 The conflicted individual shall not be involved in any decision relating to a matter in which he or she has a material interest except with permission of the meeting in which the matter arises and in accordance with this Policy.
- 6.4 The relevant meeting shall decide (by way of majority vote of non-conflicted members) which of the following options should be taken, such decision to rest on the judged degree and significance of the conflict:
 - 6.4.1 The individual should leave the meeting while the item is being discussed.
 - 6.4.2 The individual should be allowed to remain in the meeting while the item is being discussed, but should not be allowed to take part in the discussion or vote.
 - 6.4.3 The individual should be allowed to speak on the item, but should not vote.
 - 6.4.4 The individual should be allowed to speak and vote on the item.
- 6.5 All decisions under a conflict of interest will be recorded and reported in the minutes of that meeting. The report will record:
 - 6.5.1 the nature and extent of the conflict;
 - 6.5.2 the outline of the discussion;
 - 6.5.3 the actions taken to manage the conflict; and
 - 6.5.4 whether the person concerned was permitted to participate in consideration and vote on the matter in respect of which the conflict arose.

7. BREACH OF CONFLICT OF INTEREST POLICY

- 7.1 A breach of this Conflict of Interest policy will be referred to the Governance and Risk Committee (“GRC”). Upon considering all the facts the GRC may issue a warning or may refer it to the Board with recommendations. The GRC may recommend that an individual whose breach is material, deliberate and/or considered to be serious (as determined by the GRC) be declared ineligible from holding a position within the governance of Table Tennis England either permanently or for a certain period of time.

Associated Forms	
1	Register of Business Interest
2	
3	

4	
Associated Risk Assessments	
1	
2	
Associated Systems of Work	
1	
2	
Associated Guidance / Legislation	
1	
2	

Training on this procedure is required for

- Board Members, Committees, SLT, MAG, National Council

9. Policy Review:

The policy is reviewed annually or updated as and when necessary. The next review is: December 2021			
Policy Updates			
Issue No.	Description	Date	Action By
1 draft	New procedure		