



The ATLAS Foundation

Declaration of Interests

Introduction

The underpinning principle of declaration of interests is one of transparency. Any existing or potential conflicts of interests must be registered or declared so that decisions can be taken without the possibility of undue influence or the perception that undue influence might occur.

To this end, Atlas Foundation Trustees should register ongoing interests; any material related to party transactions will be recorded in the notes to the annual accounts in line with the Statement of Recommended Practice (SORP) for accounting and reporting by charities. In addition, if any potential conflict of interest arises in discussion (whether in relation to a registered interest or not) it should be declared at the time. Finally, any hospitality or gifts where undue influence may be perceived should be avoided or, at least, declared.

The provisions of this policy will also apply to the CEO of the Atlas Foundation and to such other staff or volunteers as may be connected with the Foundation at any time.

Register of interests

All Board members (Trustees) must declare any significant personal or business interests whether within the private sector, public sector or voluntary or charitable organisations. The Atlas Foundation maintains a Register of Interests. The Register lists direct or indirect pecuniary or non-pecuniary interests, which a member of the public might reasonably think could influence a Trustee's judgement. This includes links through personal relationships and family members. Trustees should notify the Chair and the CEO of any changes to their declaration, such changes to be recorded at the next Board Meeting.

On appointment as a Trustee, you will be asked to complete a Declaration of Interests (form attached). If you are in any doubt about an interest, then it should be declared.

Declaration of interests relating specifically to applications for funding

Trustees should declare at a Board or other relevant meeting any association or relationship with a charity which is or might become an applicant for funds from the Foundation, e.g. as an employee, office-holder, Trustee, or major donor (but not where a Trustee is simply a member/supporter of a membership organisation). This applies whether or not the interest has previously been declared in the Register of Interests.

Conflict of interest

One aspect of a Trustee's duty is that a Trustee must not make any profit from the charity. This means that any potential conflict of interest must be disclosed.

A Trustee's conflict of interest must be declared at any Board or operational meeting when a related organisation or contract or other arrangement is first considered. If a Trustee does not initially have an interest but subsequently acquires one, the conflict of interest must be declared at the first Board meeting thereafter. The Trustee should not participate in any discussion or vote when there is or might be a conflict of interest. The Trustee may on occasions contribute to discussion only with the express permission of the Chair, or if the Chair with the permission of the majority of the Board.

A pecuniary conflict of interest exists when a Trustee has a financial interest or stands to gain financially or otherwise (whether directly or indirectly) from any contract, transaction or other agreement entered into by the charity. "Financial interest" and "financial gain" apply not only to money, but to anything with a monetary value.

A conflict of interest also exists if someone closely connected with a Trustee stands to gain. This might apply to the Trustee's:

- Spouse or partner
- Child or stepchild (or their spouse/partner)
- Sibling (or their spouse/partner)
- Parent or step-parent
- Business partner(s) or the business partner of the Trustee's spouse/partner, child or parent.

Hospitality and gifts

Trustees should avoid accepting any significant gifts or any hospitality from an organisation applying for a grant, benefiting from or likely to be benefiting from Atlas Foundation grants. No gifts should be accepted that might be regarded as an inducement. You should only accept offers of hospitality if there is a genuine benefit to the Atlas Foundation, to impart information or to represent the Atlas Foundation in the community, or where a meeting is in the nature of a working lunch or representational dinner. If you are in any doubt, you should consult the Chair or CEO for advice.

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