



Achieving Results in Communities (ARC)

Conflicts of Interests Policy and Declaration Form

This Conflicts of Interest policy applies to directors of Achieving Results in Communities (ARC).

The directors have a legal obligation to act in the best interests of ARC, and in accordance with the company's governing document, and to avoid situations where there may be a potential conflict of interest.

Why we have a policy

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of ARC. Such conflicts may create problems that:

- inhibit free discussion;
- result in decisions or actions that are not in the interests of the company; or
- risk the impression that the company has acted improperly.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

The declaration of interests

Accordingly, we are asking ARC directors to declare their interests, and any gifts or hospitality offered and received in connection with their role in the company. A declaration of interests form is provided for this purpose, listing the types of interest you should declare.

To be effective, the declaration of interests needs to be updated at least annually, and when any material changes occur.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the managing director for confidential guidance.

This register of interests shall be used to record all gifts of a value over £6 and hospitality over £6 received by the director. Interests and gifts will be recorded on the company's register of interests, which will be maintained by the managing director. The register will be publicly accessible on request.

Data protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 2018. Data will be processed only to ensure that directors act in the best interests of the company. The information provided will not be used for any other purpose.

What to do if you face a conflict of interest

If you believe you have a real or perceived conflict of interest you should:

- declare the interest at the earliest opportunity
- withdraw from discussions and decisions relating to the conflict.

The managing director should take special care to ensure that minutes or other documents relating to the item presenting a conflict are appropriately redacted for the person facing the conflict. A balance needs to be made to ensure that the person still receives sufficient information about the activities of the company generally without disclosing such sensitive information that could place the individual in an untenable position.

If you are a user of ARC's services, or the carer of someone who uses ARC's services, you may input into discussions regarding the service that you, or the person you care for, receive(s), but the final decision will be made by others. You should declare your interest at the earliest opportunity and withdraw from any subsequent decision.

There are situations where you may participate in discussions from which you could indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal. This action will be agreed by the chair and minuted accordingly.

If you fail to declare an interest that is known to the managing director, the managing director will declare that interest.

Decisions taken where a director or member of staff has an interest

In the event of the board having to decide upon a question in which a director has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be obtained for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested board members may not vote on matters affecting their own interests.

All decisions under a conflict of interest will be recorded by the managing director and reported in the minutes of the meeting. The report will record:

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

Where a director benefits from the decision, this will be reported in the annual report and accounts in accordance with the current Charities SORP.

All payments or benefits in kind to directors will be reported in the organisation's accounts and annual report, with amounts for each trustee listed for the year in question.

Where a member of ARC's staff is connected to a party involved in the supply of a service or product to the company of a value over £250, approval by two other directors should first be sought. This information will be fully disclosed in the annual report and accounts.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.

Managing contracts

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.

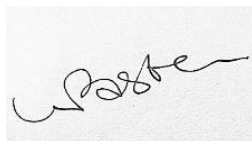
This policy will be reviewed every 2 years

Date of adoption by ARC Directors: May 2024

Date of next review: May 2026

Name: Kath Pasteur

Signed:

A handwritten signature in black ink, appearing to read 'Kath Pasteur', is written over a light grey rectangular background.

Date: 19th June 2024

Declaration of interests form

I as director of Achieving Results in Communities ARC CIC have set out below my interests in accordance with the organisation's conflicts of interest policy.

Category	Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection.
Current employment and any previous employment in which you continue to have a financial interest.	
Appointments (voluntary or otherwise), e.g. trusteeships, 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 (eg more than 1% or 5% 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.	
Do you use, or care for a user of the organisation's services?	
Any contractual relationship with the organisation.	
Any other conflicts that are not covered by the above.	

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.

This Declaration of Interests will be reviewed and renewed on an annual basis.

The next date of review will be May 2025.

Signed:

Position:

Date: