



Declaration of Interests Register

Introduction

Management Board/Working Group Members and all employees of the Scottish Association of Local Sports Councils (hereafter referred to as SALSC) should declare any personal or business interests, which may conflict with their responsibilities as Management Board or Working Group members or duties as employees.

Requirements

A register of interests will be maintained by the Chair and each Management Board and Working Group Member and employee of SALSC will be required to complete a Register of Interests Form on appointment and annually thereafter. The register should list direct or indirect pecuniary interests. Board members and employees are strongly encouraged to register non-pecuniary interests, that relate closely to SALSC activities, interests of close family members and persons living in the same household as the Management Board/Working Group member or employee.

Roles and Responsibilities

In addition to the annual review of the register, Management Board/Working Group members and employees are required to update the register as changes occur.

The Chair is required to remind Management Board/Working Group members of their responsibility to raise conflicts of interests at all times especially at times of decision making. In the instance that a conflict of interest is raised, the Board/Working Group member must not participate in the discussion or determination of matters in which they have a direct pecuniary interest. The Management Board/Working Group member will be required to withdraw from the meeting to eliminate any bias or potential influence over other members.

When an interest is not of direct pecuniary kind, Management Board/Working Group members should consider whether participation in the discussion or determination of a matter would suggest a level of bias. In circumstances where the Management Board/Working Group member is uncertain, the view of the Chair should be sought. In considering whether a real danger of bias exists in relation to a particular decision, Management Board/Working Group members should assess whether they, a close family member, a person living in the same household as the member, or a firm, business or organisation with which the member is connected, are likely to be affected above others by the decision in question.

Management Board/Working Group members should also ensure that the acceptance of outside appointments during or after tenure as a member does not represent a conflict of interest.

Employees of SALSC should formally raise any potential conflicts of interest either pecuniary or non-pecuniary with the Chair. Employees should also consider any potential conflicts of interest a close family member, a person living in the same household as the employee, or a firm, business or organisation with which the employee is connected is likely to represent in terms of bias.

