

THE BRITISH SOCIETY FOR HEART FAILURE (BSH) POTENTIAL CONFLICTS OF INTEREST POLICY

This policy applies to all the Trustees of The British Society for Heart Failure (the "Charity"). All Trustees should read the information on conflicts of interest from the Charity Commission and Companies House, as circulated with this document and form.

The Trustees acknowledge that it is inevitable that conflicts of interest will occur. They are however committed to managing these potential conflicts in order to protect both the Charity and the Trustees from any impropriety or appearance of impropriety.

1 Managing potential conflicts of interest

1.1 Declaration of Interests

Even if no benefit is retained by a Trustee, the Trustees need to ensure that potential conflicts are managed transparently.

In order to identify potential conflicts of interest, the Trustees must declare their interests. **A declaration of interests form** is provided for this purpose, listing the types of interest which must be declared.

To be effective, the declaration of interests form needs to be regularly updated. Each Trustee will complete the form annually. If a Trustee is not sure what to declare, or whether the declaration needs to be updated, the Trustee should err on the side of caution. If in doubt, advice should be sought from the Charity's solicitors.

1.2 Meetings

At the start of each trustee or committee meeting, the Trustees present should, as a matter of good practice, declare any private interests in the items to be discussed at the meeting.

Interested Trustees should withdraw from the meeting when the item in which they are interested is being discussed and may not vote or be counted in the quorum on any decision relating to matters on which they have declared an interest. Any votes inadvertently cast by conflicted Trustees will not be counted. A trustee should not attempt to influence the voting on a matter in which he has an interest.

All decisions taken under a conflict of interest must be reported in the minutes of the meeting at which the decision is taken. The minutes will record:

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

Should it be proposed that a Trustee if remunerated for professional services the Trustee must not take part in any discussions concerning his appointment or the terms of which his services will be provided.

If it is intended that a Trustee should receive any material benefit (whether financial or non-financial), as a result of a conflict, the prior consent of the Charity Commission (usually by way of an Order) must be sought.

Caution should be exercised in relation to any decision proposed to be taken under a conflict of interest (even if authorised by the Memorandum) which risks causing a loss to the Charity. Advice from the Charity's solicitors should be sought if such circumstances occur.

1.3 Disclosure to the Charity's Accountant

Details of all Trustee benefits will need to be disclosed to the Charity's accountant who will form a view as to whether any benefits need to be disclosed in the Charity's annual report and accounts.

**The British Society for Heart Failure (the "Charity")
Declaration of interests by a trustee**

I set out below my interests in accordance with the Charity's conflicts of interest policy.

Name:	
Occupation:	
Address:	
Contact Tel No:	
Email:	
DOB:	
1. My employer is: (list current employment and any previous employment in which you continue to have a financial interest)	
2. I am a director/ manager or other officer of the following companies: (Please indicate whether or not the position is remunerated)	Company
3. I am a partner in:	

<p>4. I am the proprietor of, or directly concerned in the management of, the following businesses trading for profit and not listed above:</p>	
<p>5. I hold 1% or more of the issued share capital in the following companies:</p> <p>(also list investments in partnerships and other forms of business including major shareholdings and beneficial interests)</p>	
<p>6. I hold loan notes or debentures or have entered into lending arrangements with the following entities:</p>	
<p>7. I am a Trustee of the following trusts/charities:</p>	
<p>8. I hold the following other, paid or unpaid, public appointments (eg Magistrate, School Governor):</p>	

<p>9. I (or a firm or organisation listed above) have an interest* in the following assets of the Charity, or contracts with the Charity (or its subsidiaries, if any):</p>	
<p>10. I am a member of the following professional bodies, special interest groups or mutual support organisations:</p>	
<p>11. I am remunerated for professional services provided to the Charity:</p>	<p>Date on which remuneration was authorised by the Charity Commission:</p> <p>Main Terms of Remuneration:</p>
<p>12. I have entered into arrangements to let property to the Charity or I have lent money to the Charity:</p>	<p>Date on which arrangements were entered into:</p> <p>Main Terms of Arrangements:</p>
<p>13 A member of my close family or a person with some other close personal connection has an interest* in one of the categories listed in 1-12 above. The details of the individual/s and their interest/s* are as follows:</p>	

* 'Interest' refers to a shareholding, a position as a director, officer or manager in an entity as well as an interest pursuant to any type of contract (for example a loan agreement or a share buy-back agreement (i.e. where a company enters into an agreement to buy back shares from its shareholders)).

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 Charity's conflicts of interest policy and for no other purpose.

Signed: _____

Dated: _____