**GLEN HOUSING ASSOCIATION**

**PROCEDURE FOR DEALING WITH DECLARATIONS OF INTEREST**

1. As per Glen Housing Association’s Rules and Standing Order, it is a requirement for all Board Members (and staff present) to declare any potential conflicts of interest which could arise during a Board Meeting. This is a standing item on all Board Meeting Agendas.
2. If a Board Member or staff member has a direct or indirect financial interest in any contract or proposed contract or any other matter which is the subject for consideration, the fact shall be disclosed at the meeting. Those Board Members and staff should withdraw from the meeting prior to discussion and decision on relevant matters.
3. Any interests that are not financial but could influence or give the impression that a Board Member or staff may be acting for personal matters (such as a personal interest, kinship, friendship, membership of an organisation or other relationship) should be disclosed in a similar way. The Member should consider leaving the meeting before any discussion or decision is made on the matter, or if remaining in attendance should consider refraining from discussion or voting on the matter.
4. The Chair has the discretion to decide and direct on the appropriate course of action with due regard given to advice on acting in the best interests of the Association as offered by senior officers in attendance.
5. If a Board or staff member fails to disclose a financial or other interest they may be subject to disciplinary procedures in the case of a staff member, or in the case of a Board Member, to proceedings for removal from the Board.
6. Any Board Member having an interest in the tenancy of a house belonging to Glen may take part in the general discussion of housing matters that might affect that tenancy, having deemed to have declared an interest. An exception will be any matter which is solely concerned with the particular tenancy from which his/her interest derives. In this case the member will declare such an interest and shall leave the meeting before any discussion or decision takes place.
7. Any declarations must be recorded in the Minutes of that meeting together with any action taken.

January 2018