# National Navigation Award Scheme (NNAS)
# Policy on Registering Interests as a Trustee and Managing Conflicts

| Version | Date | Author | Type |
|---|---|---|---|
| V1 | July 2024 | Pete Hawkins | First Draft |
| V1.1 | 18/03/2025 | Jane Howie | Review and formatting |
| V1.2 | 16/05/2025 | Jane Howie | Addition of different types of conflict |
| V1.2 | 29/05/2025 | Jane Howie | Final Version signed off |
| V1.3 | 28/07/2026 | Jane Howie | Addition of new OSCR requirements |

## Introduction

It is the duty of all charity trustees to register their interests, keep the organisation up to date if those interests change, and ensure any conflicts of interest, including potential conflicts, are highlighted and managed appropriately.

Section 89 of NNAS' Constitution sets out the general duties of trustees, including:

> "89.3. in circumstances giving rise to the possibility of a conflict of interest between the organisation and any other party:
>
> 1. 89.3.1. put the interests of the organisation before that of the other party; or
> 2. 89.3.2. where any other duty prevents them from doing so, disclose the conflicting interest to the organisation and refrain from participating in any deliberation or decision of the other charity trustees with regard to the matter in question."

## Detail

**1.** On appointment, trustees are required to declare any and all relevant interests and, during meetings of the Board, draw these interests to the attention of the Convener immediately it becomes apparent that such an interest has relevance to a matter under consideration by the Board. **The form for recording Trustees' interests is at Appendix 1 below.**

2. There are two types of Conflict:
   a) **Appointment conflict**: this is a conflict of interest which can arise between a charity trustee and the person or organisation which appointed them.
   For example: A charity trustee appointed by a local school, church or local authority and a decision is required on a matter which affects both the charity and the other organisation.
   b) **Personal conflict**: When you might not be albe to do what is best for the charity because it conflicts with your own personal or business interest in relation to that matter.
   For example: When a charity is considering a contract with a business and one of the charity trustees is also a director of that business.

3. If the interest is a financial one, for example if they or their employer are a beneficiary or a potential beneficiary, then the Trustee is obliged to withdraw from the meeting and take no further part in the deliberations or decision-making process on the matter.

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4. Where the interest is not financial but might be reasonably considered to be significant, it will be for the Convener to determine whether the interest is sufficiently substantial to warrant the trustee being asked to leave the meeting or abstain from voting.

5. In either 2 or 3 above, the interest declared, and the action taken will be recorded in the Minutes of the meeting and the Register of Trustees' Interests checked and, if necessary, amended.

6. If the interest concerns family or personal connections with individuals in the NNAS or any organisation likely to benefit from the matter under discussion or business or other relationships with individuals, the trustee would not normally be asked to abstain from voting or to leave the meeting, but would require to state clearly and have recorded, the nature of their interest.

7. The Register of Interests will be reviewed annually, but trustees should also record additional interests or changes to existing ones as they arise throughout the year.

**Appendix 1**

**Register of Trustee's Interests**

In this form we ask you for some personal information. The NNAS has a duty to keep this information and may use it for the following purposes:

- To carry out checks on information provided to ensure that you are not disqualified from being a trustee.
- To update the bank with our trustee information.
- Please find and read our Privacy Notice for more information relating your data as the Principal contact or a Charity Trustee.

NNAS Privacy Notice is available on our website here https://nnas.org.uk/privacy-policy/

| | |
|---|---|
| First name(s) | |
| Surname | |
| Title | |
| Previous names | |
| Date of Birth | |

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| | |
|---|---|
| Usual residential address<br>(or address of registered office, for corporate trustee only) | |
| Telephone | |
| Email | |
| Current occupation | |
| Nationality | |

NNAS Trustees are required to declare all relevant interests on appointment and at meetings of the Board.

The Register will be be made routinely available to all members of the Board and on request to members, funders and the public, in these latter instances *always with the proviso that no contact or sensitive details will be divulged without permission in order to safeguard the Trustee's privacy.*

The following details should be recorded below.

- Details of any significant consultancies undertaken over the last five years.
- Any financial stake in relevant organisations or as a beneficiary of such an organisation.
- Any spouse, partner or other personal connection in NNAS or other relevant organisations, or as a beneficiary of such an organisation.
- Any goods or services you or your organisation receives from NNAS, including grant funding.
- Any other interest which might be reasonably construed as creating a conflict of interest.

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*Please continue on a separate sheet if required.*

Charity trustees are legally recognised as the individuals responsible for the control and management of a charity. NNAS is required to submit the following details of each trustee to the Office of the Scottish Charity Regulator as required under the Charities (Regulation and Administration) (Scotland) Act 2023

- Name
- Home address
- Email address
- Telephone number
- Date of birth
- Date of appointment as charity trustee

**NOTE: The first and last name of each charity trustee will be published on the Scottish Charity register from the end of 2025.** Individual trustees will be able to apply for their name not to be published. OSCR can grant an exemption to an individual who is able to prove that publication of their name is likely to affect the safety or security of any person or premises.

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 information on an annual basis.

**By signing below, I give consent for these details to be submitted to OSCR:**

| Name | Date |
|---|---|
| Print | |
| Sign | |

*The National Navigation Award Scheme is a Scottish Charitable Incorporated Organisation, number SC039201*