



**Blue Light Sports Foundation CIO**  
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# CONFLICTS OF INTEREST POLICY

Dated 16<sup>th</sup> April 2026

## Purpose

This Blue Lights Sports Foundation policy ensures that trustees and staff act only in the best interests of the charity and avoid situations where personal interests or loyalties could, or could be seen to, compromise impartiality. It provides clarity on identifying, disclosing, and managing actual, potential, or perceived conflicts of interest.

## Scope

This policy applies to all trustees, staff, and volunteers involved in decision making for the charity. It covers relationships with connected persons, including family, business partners, and organisations in which trustees have influence or ownership.

## Identifying Conflicts

- **Financial:** When a trustee, staff member, or connected person could benefit financially from a charity decision (excluding legitimate expense reimbursement).
- **Loyalty:** When personal or organisational loyalties could prevent an individual from making impartial decisions.
- Situations may include involvement in contracts, grants, employment, or affiliations with other organisations that interact with the charity.

## Disclosure Requirements

- Trustees and staff must declare all relevant interests on appointment and update the declaration whenever a potential conflict arises.
- Declaration should include the nature of the interest, parties involved, and any potential benefits.
- Conflicts should be disclosed before the charity acts on any relevant decision.

## Managing Conflicts

- Individuals with a declared conflict should recuse themselves from related discussions and decision-making and may not be counted in the quorum for that matter.
- The chairperson or designated reviewer assesses the declared conflict and determines action, which could include continuing with modifications, third-party review, or divestiture or personal interests.
- Trustees must follow Charity Commission guidance where the conflict is significant, ensuring actions align with legal and governance requirements.

## **Recording Conflicts**

- All declarations and subsequent management decisions must be recorded in meeting minutes and, where appropriate, in a central register of interests.
- Documentation should provide sufficient detail to show that decisions were made in the charity's best interests.

## **Enforcement and Review**

- Failure to disclose or appropriately manage a conflict of interest may result in disciplinary action for staff or removal from trustee positions.
- This policy is reviewed annually to ensure its effectiveness and alignment with legal obligations.

Signed

A handwritten signature in black ink, appearing to read 'G. Callier', written in a cursive style.

Gary Callier  
Founder and Operations Manager