

**Youth Work Ireland Laois Policy**

**Title:** Conflict Of Interest

**Effective Date:** 27.05.2019

**Youth Work Ireland Laois Form Number:**

**Version:**

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**Youth Work Ireland Laois  
Conflict of Interest Statement for Board Directors**

**The following statement was agreed by the Youth Work Ireland Laois Board of Directors at a meeting on 12<sup>th</sup> March 2018**

Youth Work Ireland Laois (YWIL) understands that the role of a Board Director is to take responsibility for the overall direction of the organisation. The organisation expects that directors do not participate on the Board in the pursuit of self-interest or the sole interest of the constituent base which nominated them.

However, situations may present that compromise an individual director's ability to act with the full interest of YWIL in mind. The purpose of this agreement is to protect YWIL against situations where such conflict could occur as well as ensure that the integrity of Board members is not challenged.

A general understanding of conflict of interest is where a conflict arises between the private interest as the official responsibilities of a person in a position of trust on the YWIL Board of Directors, In legal terms, where any individual actually gains and/or could gain financially or otherwise from the position.

Conflict of interest situations may arise in one or more of the cases outlined below. The Board has agreed and documented the protocol that will apply in each situation. Where the conflict or potential conflict is apparent to a Director the individual should declare their position to the Chairperson before the meeting. In other cases the Director should declare the conflict within the meeting before the substantive discussion on the point takes place. The Chairperson will indicate the appropriate time for the relevant director to withdraw from the discussion.

The Board expects that all members will behave with integrity in the implementation of this procedure.

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### **I.        YWIL Board Directors acting as consultants for YWIL**

YWIL Board Directors may be providing services or may wish to contract for services in a professional capacity for the organisation. Such services could include training or consultancy work. Youth Work Ireland Laois recognises that a Director would be compromised if present for discussing relating to some aspects of the work. Such discussions include the offering of a contract, continuation or expansion of the work, the budget to be established for the work or any similar discussions, which would result in the particular Director benefiting from the decision. In this scenario the Director(s) will be required to withdraw before any substantive discussion commences.

#### **ii.       Board Director as Director/Member of another organisation**

Youth Work Ireland Laois Board Directors may be linked to other organisations through directorships, employment, shareholding and/or political affiliation. In most cases these other alliances will not impinge on participation in the Board of Youth Work Ireland Laois

The Youth Work Ireland Laois may be discussing a dispute or potential dispute with another organisation and a Director may be linked to the organisation under discussion in one or more of the above ways.

The relevant Director may offer the Board points of clarification or may clarify points requested by Board members. The Director will be required to withdraw before the Board commences substantive discussion and decision on the matter.

This protocol will apply in other situations where a Youth Work Ireland Laois Board member is connected to another organisation. These situations include where Youth Work Ireland Laois is planning to tender for a contract with another organisation, is planning to take out a lease agreements, is intending to purchase property or any other similar situations.

#### **iii.       Discussions related to affiliated members**

Some Youth Work Ireland Laois Board Directors will be connected to the affiliated members of Youth Work Ireland Laois through their volunteer work. The Youth Work Ireland Laois Board may need to discuss issues relating to the membership of one or more of these affiliates,

The relevant Board member(s) will be requested to withdraw temporarily to allow the other Board members hold an independent discussion on your issues

The Director may be present for the remainder of the substantive discussion and the decision on the issues.

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### **iv. Maintaining confidentiality and owning Board decisions**

Where discussions within the Board relate to sensitive matters it is incumbent upon Board members to maintain confidentiality. Situations may arise where a Director will find that s/he is unable to commit to maintain confidentiality or they believe confidentiality should not hold. In such situations the Director should declare their position so that the Board can decide how to manage the discussion

The Youth Work Ireland Laois Board expects members to own Board decisions, including their trusting their colleagues to act wisely where they are unable to be present for decisions. The above protocol will apply where a Director feels that they cannot own a decision.

### **v. Employee representatives on the Board**

Youth Work Ireland Laois staff may be Board Directors or may be in attendance at Board meetings. Staff should be absent to discussions relating to their own or another staff person's terms and conditions At the Board's discretion the Regional Director may be present for discussions on the employment conditions of other staff. Staff should be absent for discussions relating to performance reviews or other aspects of the employment of their peers or supervisors.

### **vi. Board members as candidates for employment**

A Board Director may wish to apply for a position of employment with Youth Work Ireland Laois and/or may be related to a potential candidate who has applied or who is being considered for employment. The Director should not be present for any aspect of the discussion or decision relating to the post in question