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**London Universities and Colleges Athletics (LUCA)**

[www.london-athletics.com](http://www.london-athletics.com)

**Conflict of Interest Policy**

**30th August 2025**

### **1. Purpose**

The purpose of this policy is to protect the integrity of LUCA’s decision-making, ensure public trust, and safeguard the reputation of the charity. Trustees and executive committee members must act solely in the best interests of LUCA. This policy requires the identification, declaration, and management of any actual or potential conflicts of interest.

### **2. Scope**

This policy applies to:

* Trustees of LUCA (the Charity Trustees under charity law).
* Members of LUCA’s Executive Committee.
* Any co-opted members of LUCA sub-committees or working groups who hold decision-making authority.

### **3. Definition of Conflict of Interest**

A conflict of interest is any situation in which a trustee’s or committee member’s personal interests, or those of a connected person, could interfere with their duty to act in LUCA’s best interests.

Conflicts may be **financial**, **non-financial**, or **loyalty-based**. A connected person includes close family members, partners, business associates, or organisations in which the individual has an interest.

### **4. Categories of Interest**

To support transparency, LUCA records interests in the following categories:

1. **Employment / Self-employment** – Any paid or unpaid work, consultancy, or freelance positions that might overlap with LUCA’s activities.
2. **Directorships / Trusteeships** – Any current or previous positions as a director, trustee, governor, or committee member of another charity, company, or organisation.
3. **Memberships / Affiliations** – Membership of professional bodies, sports governing bodies, political parties, trade unions, or other organisations that may be relevant to LUCA’s work.
4. **Shareholdings / Investments** – Significant financial interests in companies, organisations, or enterprises that may have dealings with LUCA.
5. **Contracts** – Any current or potential contracts between LUCA and yourself, your employer, your business, or a connected person.
6. **Family / Personal Connections** – Close family members, partners, or friends who are involved in LUCA’s activities, its member clubs, suppliers, or partners.
7. **Sponsorship, Gifts or Hospitality** – Any sponsorship, donations, gifts, or hospitality received that could influence decision-making.
8. **Other Interests** – Any other situation not covered above that could reasonably be seen to influence your role.

### **5. Declaration of Interests**

* All trustees and executive committee members must complete a **Conflict of Interest Declaration Form** annually, recording relevant interests under the categories above.
* Individuals must update their declaration promptly if new interests arise.
* A **Register of Interests** will be maintained by LUCA’s Secretary.
* At the start of meetings, attendees must declare any interest relevant to items on the agenda.

### **6. Managing Conflicts**

When an interest is declared:

1. It will be recorded in the Register and the meeting minutes.
2. The chair (or another independent trustee if the chair is conflicted) will decide on the appropriate action, which may include:  
   * Allowing participation in discussion but not decision-making.
   * Requiring withdrawal from discussion and/or vote.
   * In exceptional cases, requiring the individual to step aside from that area of LUCA’s work.
3. Decisions about management of conflicts will be guided by Charity Commission requirements.

### **7. Gifts and Hospitality**

* Trustees and executive committee members should not accept gifts, hospitality, or benefits that might reasonably be seen to influence their decision-making.
* Any gifts or hospitality with a value over £25 must be declared to the Secretary and recorded.

### **8. Breaches of this Policy**

Failure to declare or appropriately manage a conflict of interest may constitute misconduct and could result in disciplinary action, including removal from the trustee board or executive committee.

### **9. Review**

This policy will be reviewed every two years by the LUCA Board of Trustees to ensure it remains effective and compliant with Charity Commission guidance.