

BTS Conflicts of Interest Policy

This policy applies to Executive, Council and Committee members of the British Transplantation Society (BTS).

Why we have a policy

The above have an obligation to act in the best interests of BTS, and in accordance with the BTS's governing document, and to avoid situations where there may be a potential conflict of interest. Furthermore, BTS Executive members are trustees of the company and have a legal obligation to act in the best interests of the BTS.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of the BTS. Such conflicts may create problems that:

- inhibit free discussion
- result in decisions or actions that are not in the interests of the BTS
- risk the impression that the BTS has acted improperly

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

The declaration of interests

Accordingly, BTS Executive, Council and Committee members are asked to declare their interests, and any gifts or hospitality offered and received in connection with their role in the BTS. A declaration of interests form is provided for this purpose, listing the types of interest that should be declared.

To be effective, the declaration of interests needs to be updated at least annually, and when any material changes occur.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the BTS General Secretary for confidential guidance.

This register of interests shall be used to record all gifts of a value over £100 and hospitality over £100 received by the above. Interests and gifts will be recorded on the charity's register of interests, which will be maintained by the BTS Secretariat. The register will be accessible by the BTS Executive and Secretariat, noting any statutory requirements applicable.

Data protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 2018. Data will be processed only to ensure that BTS Executive, Council and Committee members act in the best interests of the BTS. The information provided will not be used for any other purpose.

What to do if you face a conflict of interest

If you believe you have a real or perceived conflict of interest you should:

- declare the interest at the earliest opportunity
- withdraw from discussions and decisions relating to the conflict.

The BTS General Secretary (or relevant Committee member) should take special care to ensure that minutes or other documents relating to the item presenting a conflict are appropriately redacted for the person facing the conflict. A balance needs to be made to ensure that the person still receives sufficient information about the activities of the BTS generally without disclosing such sensitive information that could place the individual in an untenable position.

You should declare your interest at the earliest opportunity and withdraw from any subsequent discussion, unless expressly invited to remain in order to provide information. In this case you may not participate in, or influence, the decision or any vote on the matter. You will not be counted in the quorum for that part of the meeting and must withdraw from the meeting during any vote on the conflicted item.

There are situations where you may participate in discussions from which you could indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal. This action will be agreed by the Chair and minuted accordingly.

If you fail to declare an interest that is known to BTS General Secretary and/or the President of the BTS, the General Secretary or President will declare that interest.

Decisions taken where an Executive, Council or Committee member has an interest

In the event of the Executive, Council or Committee having to decide upon a question in which a member has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be attained for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested board members may not vote on matters affecting their own interests.



All decisions under a conflict of interest will be recorded by General Secretary or Chair of the committee and reported in the minutes of the meeting. The report will record:

- the nature and extent of the conflict
- an outline of the discussion
- the actions taken to manage the conflict

Where an Executive, Council or Committee member benefits from the decision, this will be reported in the annual report and accounts in accordance with the current Charities Statement of Recommended Practice.

All payments for services to the BTS (or benefits in kind) to Executive, Council or Committee members will be reported in the charity's accounts and annual report, with amounts for each trustee listed for the year in question.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures, or where a quorum cannot be achieved.

Managing contracts

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.



DECLARATION OF INTERESTS (2025 - 2026)

Personal

Please state all personal interests that you may have in any company which might be perceived to have a conflict of interest with the British Transplantation Society; this includes shares, share options etc.

Please list here any honoraria for advisory groups or consultative duties paid to you by any company or group which might be perceived to have a conflict of interest with the British Transplantation Society; this includes shares, share options etc.

Departmental

Please state here any relevant connections which exist between the department in which you work and pharmaceutical companies or any other company (e.g., device manufacturers) which might be perceived to lead to a conflict of interest with the British Transplantation Society. This includes investigator-led studies, studies led by the company and other grants and awards.



The Voice of Transplantation in the UK

Other

Please also state any other connections which might be perceived to lead to a conflict of interest with the British Transplantation Society, e.g., current or former employment, trusteeships, directorships, involvements in research organisations, gifts or hospitality.

Signature:..... **Date :**.....

Print Name:.....

Declaration of interests statement will be repeated on an annual basis.

☎ 01625 664547 ✉ secretariat@bts.org.uk
Registered Office: St James House, Vicar Lane, Sheffield S1 2EX
A company limited by guarantee and registered in England and Wales,
Registered Company Number 4691176 Registered Charity Number 1098584