



# WILLIAMSBURGH

HOUSING ASSOCIATION LTD

[Disclosure of Interest Policy](#)

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## 1. Introduction

Williamsburgh Housing Association is totally committed to conducting our affairs with honesty and integrity.

We accept that RSLs are expected to maintain high standards of conduct and probity in keeping with the ethos of the voluntary housing movement.

## 2. Aims and Objectives

In recognition that committee members and staff may have personal and professional interests which could compromise their independence and present a conflict of interest, we accept that clear procedures must be in place to effectively manage such situations.

### 3. Codes of Conduct

Williamsburgh Housing Association has introduced codes of conduct for committee and staff members. Their purpose is to encourage the highest standards of integrity in the management of the Association.

The codes are intended:

- to provide a means of self regulation,
- to provide a set of norms for the guidance of committee and staff members, and
- to enhance the reputation of Williamsburgh Housing Association and to protect it from ill-informed criticism, by defining acceptable standards of behaviour. Through observing the principles set out in the codes, committee and staff members will contribute towards maintaining public confidence in the voluntary housing movement.

#### 4. Register of Interests

In order to allow the Association to operate the codes of conduct effectively, the Association will maintain a 'Register of Interest' of individual committee and staff members, which discloses their employment, position of public responsibility, membership of other housing associations or co-operatives and any financial interests which they may have relating to the work of the Association.

To avoid any cause for doubt or suspicion of improper conduct, all conflicts of interest – actual or potential - will be recorded and made available for public inspection. The procedures relating to the Register of Interests are made known to all committee members and employees and the register is regularly checked and updated.

Interests to be declared include:

- any direct involvement with a business which trades for profit,
- involvement with any organisations from which the Association may secure a loan e.g. banks and building societies (apart from where the involvement is as a customer e.g. a committee member has a mortgage or account with the bank),
- involvement with any organisation which may seek services from the association, and
- relationships with or between committee members, staff and their close relatives.

The Association will not make payment or grant benefit to any business trading for profit, if any committee member, employee, or their close relative are directly concerned with the company's management.

It has been further agreed that committee and staff members must disclose any friend/individual in a close/regular/intimate relationship who may have an 'interest' (financial or non-financial) in the work of Williamsburgh Housing Association.

Detailed information on interests, those closely connected and the Association's expectations as to the required responses are provided in our Entitlements, Payments and Benefits Policy.

#### 4. Register of Interests Contd.

Committee members should not participate in any proceedings in which they have a conflict or potential conflict of interest, and should withdraw from the meetings where conflict is substantial or where the subject being discussed is covered within the Association's policy on 'Entitlements, Payments and Benefits'.

Where conflicts of interest are substantial or are frequent, the member should consider resigning.

## 5. Personal Interest

All committee and staff members will:

- Disclose precisely any direct or indirect pecuniary interest or other interests which are not pecuniary but which might influence judgement or give the impression that the committee or staff member is acting for personal motives. Any member declaring such an interest should withdraw from that part of any meeting in which such matters are discussed unless specifically invited to remain.
- Ensure that private or personal financial interests never influence decisions and that a position on the Management Committee or in employment with Williamsburgh Housing Association is never used for personal gain.
- Ensure that no special advantage is gained by virtue of committee or staff membership, by using the services of a consultant, contractor, professional advisor or other individual or firm that works for the Association. If it is intended to use the services of any such body or individual, the arrangement should be declared to the Secretary before the transaction takes place. If the Secretary is involved, he or she should declare their interest to the Association.

## 6. Evaluation and Monitoring

It is fundamental to Williamsburgh Housing Association's operation that we conduct ourselves with honesty and integrity. In order to maintain standards of conduct and probity, we must have procedures in place to manage a situation where, the personal or professional interests of staff or committee members, threaten to compromise their independence and present a conflict of interest.

This paper identifies how we will seek to achieve the highest standard of integrity in the management of Williamsburgh Housing Association.

The Register of Interest will be presented for the Committee's consideration on an annual basis. On an ongoing basis, the arrangements will be managed, with individual cases being considered, as they arise.

## 7. Review

The Management Committee will have regard to this policy each year following the Annual General Meeting, in order that it can be brought to the attention of new committee members. Any revisions deemed necessary can be considered at that time, otherwise the policy will be reviewed by the Management Committee every three years to ensure that it responds to any changing circumstances.