# TEMPLATE

# Record of conflict of interests

*Use for every declared conflict of interests – actual or perceived*

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| Date of Disclosure:  | *1 July 2023* |
| Name of individual:  | *H Granger*  |
| Description of the nature of the conflict:  | *Potential perceived conflict due to a family connection working for one of the tenderers on the telecommunications contract* |
| Approved by the board? | *Resolution passed at board meeting dated [ ]*  |
| Outline of the discussion between the individual and the board about managing the conflict | *The board discussed the conflict at its board meeting on 1 July 2023 and agreed that it was best for the director to recuse herself from any discussions and decisions about the telecommunications contract. The board noted the other tenderers were likely to be aware of the family connection and while there was unlikely to be an actual conflict due to the family member not being associated with the project, it was agreed the conflict had to be proactively managed. The director agreed that any board papers relating to the issue will be placed in a separate confidential section of the board pack which the director will not have access to during the tender process.*  |
| Details of the actions agreed to manage the conflict in the best interests of the organisation | *The chair to notify the board secretary to manage all board papers to do with the telecommunications contract in a way that the director does not have access.* *The director will recuse herself from any discussions and decisions about the tender process, including not discussing the substance of the matter with individual board members.* *The tenderers will be notified that this process is in place.*  |
| Date from which the conflict arose: | *Once the director became aware of the names of the tenderers in late June 2023.* |
| Date of last review\*:  | *1 July 2023* |
| Annual report disclosure? | ***NO*** |
| If ‘no’, shareholder resolution? | ***NO***  |

\*Actions should be reviewed at least annually and updated as necessary to ensure they remain relevant and effective.