

Conflict of Interest Policy

Skateboard Cambridge CIC (trading as Cam Skate)

Company Number: 13881064

1. Purpose

This policy sets out how Skateboard Cambridge CIC (trading as Cam Skate) identifies, declares, and manages conflicts of interest. It applies to all Directors of the Company. It supplements the provisions already contained in Articles 19, 20, and 21 of the Company's Articles of Association.

2. What Is a Conflict of Interest?

A conflict of interest arises when a Director has a personal, financial, or professional interest — direct or indirect — that conflicts, or might conflict, with the interests of Skateboard Cambridge CIC. This includes interests arising from relationships with other organisations, family members, or business associates.

Examples of situations that may give rise to a conflict of interest include:

- A Director (or someone closely connected to them) standing to benefit financially from a contract or grant that the Company is considering.
- A Director holding a position with another organisation that competes with, or has a significant relationship to, Cam Skate.
- A Director having a personal relationship with a supplier, contractor, or funding body that the Company is dealing with.

3. Duty to Declare

In accordance with Article 19 of the Company's Articles of Association, any Director who finds themselves in a situation that is reasonably likely to give rise to a conflict of interest must declare that interest to the other Directors as soon as they become aware of it.

Declarations should be made at the earliest opportunity — either at a Directors' meeting, or in writing if no meeting is imminent. A declaration made at a meeting must be recorded in the minutes.

4. Register of Interests

In accordance with Article 21 of the Articles of Association, the Directors shall maintain a Register of Directors' Interests. Each Director is responsible for ensuring that their entry in the register is accurate and kept up to date. The register should be reviewed at least annually.

The register records: the name of the Director; the nature of the interest; the organisation or individual involved; and the date of declaration.

5. Managing a Declared Conflict

Where a Director has declared a conflict of interest in relation to a matter being decided, the following procedure applies in accordance with Article 19.3 of the Articles:

- The conflicted Director should declare their interest at the start of the relevant agenda item.
- The conflicted Director must withdraw from any discussion of that matter, except where the other Directors consider their presence necessary to inform the debate.
- The conflicted Director must not be counted in the quorum for that part of the meeting and must not vote on the matter.

The remaining Directors may, in accordance with Article 20, resolve to authorise a conflict of interest and allow the conflicted Director to participate, provided they consider it appropriate to do so and record their decision in the minutes.

6. Procedure Where a Conflict Is Uncertain

If there is any doubt about whether a situation constitutes a conflict of interest, the Director concerned should err on the side of caution and declare the potential conflict. In accordance with Article 19.2, if a question arises about whether a Director has a conflict of interest, it shall be decided by a majority decision of the other Directors.

7. Relationship to Grant Funding

In the context of grant applications and funded projects, Directors must declare any connection — personal, professional, or financial — to any funding body, grant assessor, or contractor involved in a project. This includes any connection to Thalia WB ODC, Cambridgeshire Community Foundation, Cambridge City Council, or any contractors or suppliers engaged for capital works. Such declarations should be made before the application is submitted and recorded accordingly.

8. Breaches of This Policy

Any failure to declare a conflict of interest, or to act in accordance with this policy once a conflict has been identified, will be treated seriously. The other Directors may take such steps as they consider appropriate, including reviewing the validity of any decision made in circumstances where a conflict was not properly managed.

9. Review

This policy will be reviewed annually by the Directors, or sooner if there is a significant change in the Company's activities or governance arrangements.

Adopted by the Board of Directors of Skateboard Cambridge CIC, February 2026.

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