

## **TRUSTEES CONFLICT OF INTEREST POLICY**

**Adopted:**

**Review date:**

### **1) General**

- a) All Trustees will strive to avoid any conflict of interest or loyalty between the interests of the Charity on the one hand, and personal, professional, and business interests on the other. This includes avoiding both actual conflicts of interest and the perception of conflicts of interest, and conflicts of loyalty. It applies to such conflicts of interest of the Trustee and those of their spouse, partner, family and close relatives.
- b) The purpose of this policy is to protect the integrity of the Charity's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of Trustees.
- c) Examples of conflicts of interest include:
  - i) A Trustee who is or is related to a member of staff and there is decision to be taken on staff pay and/or conditions;
  - ii) A Trustee who is also a Trustee of another Charity that is competing for the same funding;
  - iii) A Trustee who has shares in or owns a business that may be awarded a contract to do work or provide services for;
  - iv) A Trustee who has a family member that is applying for or is awarded a contract or grant by the Charity.
- d) It will be the responsibility of the Chair of Trustees to ensure the conflict of interest policy is monitored and enforced.

### **2) Responsibility of Trustees**

- a) The Trustees have a personal responsibility to declare conflicts of interest in order to fulfil their legal duty to act only in the best interests of the Charity.
- b) Upon appointment each Trustee will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.
- c) The Charity will keep a Register of Conflict of Interests, which will be updated at least annually, or whenever a change is notified by a Trustee.
- d) Where a conflict of interest has been declared or is identified as regards any decision of the Trustees the Chairman will be responsible for ensuring consultation with legal or other appropriate professional advisers for initial guidance and advice before obtaining written advice as to how to proceed, if appropriate, and management of any meetings in accordance with Clause 3 of this Policy and including applying to the Charity Commission for written guidance or authorisation if required.

### **3) Conduct of Meetings and Activities**

- a) In the course of meetings or activities where a full disclosure of interests has previously been made under clause 2)a) such interests will be taken as disclosed. However, if it becomes apparent during a meeting that on a specific issue an actual or potential conflict of interest which needs to be considered the Trustees has arisen, the relevant Trustee is expected to highlight the relevant previously disclosed conflict of interest.

- b) Where a conflict of interest has been disclosed the relevant Trustee may take part in any initial discussions of the matter in question but will be asked to leave the room following the general discussion and will not be able to take part in the decision. For the avoidance of doubt a Trustee may not form part of the quorum during either part of such a discussion.
- c) Any such specific disclosure and the subsequent actions taken will be noted in the minutes.

| <b>Declaration of Interests Form</b>                             |
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| <b>Name:</b>   |
| <b>Address:</b>  |
| <b>Date of appointment as Trustee:</b>                           |
| <b>Main form of Employment: (name of employer/self-employed)</b> |
| <b>Other trustee posts held:</b>                                 |
| <b>Other directorships / employments held:</b>                   |
| <b>Other interests</b>   |
| <b>Any relevant family interests:</b>                            |
| <b>Signed:</b> .....   |
| <b>Dated:</b> .....  |