

Policy Ref.	AD - 8
Issue Date	17/03/25
Review Date	17/03/27



Conflict of Interest Policy

1 Introduction

This policy applies to trustees and staff of the charity.

A conflict of interest is any situation in which the personal interests or interests owed to another body, of a trustee or employee, run counter to those of the Charity.

Conflicts of interest occur in those situations where an individual trustee or employee stands to gain directly or indirectly through engagement in activities which may potentially affect the Charity. It may also occur if a trustee has a loyalty to another trustee, through a personal relationship. A conflict may also occur if an individual is engaged with an organisation, which has aims incompatible to those of the Charity.

The purpose of this policy is to protect the integrity of the Charities decision-making process, to comply with the law, the charities constitution, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of employees and Trustees.

2 Trustees

Trustees have a legal duty to act only in the best interests of the Charity. Trustees must not put themselves in any position where their duties as trustee may conflict with any personal interest.

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The Trustees will make decisions based only on what's best for the Charity. We will not allow personal interests, or the interests of people or organisations connected to board members, to influence these decisions.

There are 2 common types of conflict of interest:

- Financial conflicts - when a Trustee, or person or organisation connected to them, could gain financially from a trustee decision.
- Loyalty conflicts - other reasons, a board member might not be able to make decisions that are best for the charity.

3 Meetings

The chairman will remind the Trustees at the start of each meeting, that any conflicts of interests must be declared.

A record of any professional or personal interest that may make it difficult for a trustee to fulfil their duties impartially, or may create an appearance of impropriety, with any item on the agenda for that meeting, will be noted in the minutes of the meeting. Specifically:

- If a trustee is in any way, directly or indirectly, interested in a proposed transaction or arrangement with the organisation, they must declare the nature and extent of that interest to the other trustees.
- If a declaration of interest proves to be or becomes inaccurate or incomplete, a further declaration must be made.
- Any required declaration of interest must be made before the charity enters into the transaction or arrangement.

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- A declaration is not required in relation to an interest of which the trustee is not aware of the transaction or arrangement in question. For this purpose, a trustee is treated as being aware of matters of which they ought reasonably to be aware.

If a trustee states a conflict of interest, they will be requested to leave the meeting while the relevant agenda item is discussed with the remaining trustees. In the event of the trustees having to decide upon a question in which a trustee or member of staff has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision.

4 Recording Decisions

Any such disclosure of Conflicts of Interests and the subsequent actions taken will be recorded in the meeting minutes.

5 Reference

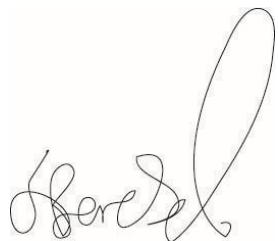
Legal underpinning

<https://www.gov.uk/guidance/managing-conflicts-of-interest-in-a-charity>

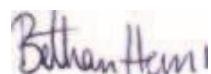
Charity Commission guidance

<https://www.gov.uk/guidance/managing-conflicts-of-interest-in-a-charity>

6 Approval



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