

Conflict of Interest Policy

1. Policy Statement

The trustees are committed to acting with integrity, transparency, and accountability. Trustees must act only in the best interests of the charity and ensure that any conflicts of interest are properly identified, declared, and managed.

2. Scope

This policy applies to all trustees and senior leaders involved in governance decisions.

3. Definition

A conflict of interest arises where a trustee's personal, financial, or relational interests could influence, or appear to influence, their decision-making.

4. Declaration of Interests

Trustees must complete an annual Declaration of Interests form. - A standing agenda item for conflicts of interest will be included at all trustee meetings. - Any new or emerging conflict must be declared immediately. - A Register of Interests will be maintained and reviewed annually.

5. Managing Conflicts

When a conflict arises:

1. The trustee must declare the nature of the interest.
2. The trustee will withdraw from discussion and decision-making on that matter.
3. The withdrawal will be recorded in the minutes.
4. The remaining trustees will determine how to proceed in the best interests of the charity.

6. Recording Decisions

Minutes will clearly record: - The declared interest - The withdrawal of the conflicted trustee - The decision reached - Confirmation that the decision was made in the best interests of the charity.

7. Serious or Unmanageable Conflicts

Where a conflict cannot be appropriately managed, the trustees may seek independent advice or take further appropriate action to protect the charity.

8. Review and Adoption

This policy will be reviewed annually by the trustees.

Adopted by the Board of Trustees on:

Chair of Trustees (Signature):
