



## Conflict of Interest Policy

Approving Authority	Trustees / CEO & Founder
Approval Date	May 2025
Effective Date	May 2025
Review Period	3 yearly
Document Author	CEO & Founder
Lead Officer	CEO & Founder

### Version Control

- All key documents including Policies, Procedures and Processes will have a version control table to assist with tracking the development of the document.
- All draft versions will show as numbers after a decimal point and each full version will show before the decimal point as follows.
- The version number will appear in the document header along with the document title.

Date	Version Number	Notes
March 2025	v0.1	Drafted March 2025 by Jemma Gregory
May 2025	V1	Agreed by Trustees

### Document Status

- This is a controlled document. Whilst this document may be printed, the electronic version posted on the website is the controlled copy. Any printed copies of this document are not controlled.
- As a controlled document, this document must not be saved onto local or network drives but must always be accessed from the website.

### **Who is covered by this policy?**

All Trustees of *SPACE*.

### **What is covered in this policy?**

Trustees have a legal obligation to act in the best interests of *SPACE* and in accordance with *SPACE*'s governing document, avoid situations where there may be a potential conflict of interest.

A conflict of interest is any situation in which a trustee's personal interests or loyalties could, or could be seen to, prevent the trustee from making a decision only in the best interests of the charity.

### **Key points about identifying conflicts of interest**

A conflict of interest exists even where there is the possibility that a trustee's personal or wider interests could influence the trustee's decision making.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of *SPACE*.

Such conflicts could:

- discourage free discussion;
- result in decisions or actions that are not in the interests of *SPACE*
- risk the impression that *SPACE* has acted improperly

### **Purpose**

The purpose of this policy is to protect the integrity of *SPACE*'s decision-making process, to enable our stakeholders to have confidence in our integrity and to protect the integrity and reputation of volunteers, staff and trustees.

*This policy is meant to supplement good judgment and staff, volunteers and trustees should respect its spirit as well as its wording.*

## **The Declaration of Interests**

We ask trustees to declare their interests annually. A declaration of interest form is provided for this purpose.

The declaration of interests needs to be updated at least annually and also when any changes occur.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the CEO & Founder for confidential guidance.

Further information on conflicts of interest can be found at: <https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees-cc29>

## **Data Protection**

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 2018. Data will be processed only to ensure that staff and trustees act in the best interests of SPACE. The information provided will not be used for any other purpose.

## **What to do if you face a Conflict of Interest**

If there is a situation which will be a long term conflict this must be discussed with the board of trustees (in particular the chair) at the earliest convenience and a decision made on how to proceed.

At the beginning of all meetings you must declare immediately if there is an item on the agenda where they may be a conflict of interest. After disclosure, the individual may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the staff members, volunteers and trustees present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

### **Decisions taken where a Trustee has an Interest**

In the event of the board having to decide upon a question in which a trustee has an interest, all decisions will be made by vote, in line with the organisation's constitution.

### **Recording Disclosure of Interest**

All decisions, including the declared conflict and the outcome must be reported in the minutes of the board.



## **SPACE Board of trustees - Declaration on interests**

The Charity Commission recommends that all charities should hold a trustees' register of interests, indicating where there may be a potential conflict of interests with other charities, organisations, companies or individuals that influences or prevents a trustee from acting in the best interests of the charity.

Furthermore, trustees are required to declare all other charities of which they are also trustees; such information is made available publicly on the SPACE listing on the Charity Commission website.

Please complete and return the attached form, which will be retained at the charity's registered offices and should be updated annually or as circumstances changes.

Further information on managing conflicts can be found on the Charity Commission website -

<http://www.charitycommission.gov.uk/supportingcharities/conflicts.asp>



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#### Register of interests

Nature of interest which may affect your role with SPACE	Details of the interested party (yourself, family member or other close connection), the specifics of the interest and how any conflict may arise.
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Current employment (or previous employment in which you continue to have a financial interest)	
Other appointments, voluntary or otherwise	
Membership of any professional bodies, interest groups or support organisations	
Significant investments or financial interests in commercial organisations which are directly relevant to SPACE's business	
Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months over £25 in value	
Any contractual relationship with SPACE or between both organisations	
Any other potential conflicts not listed above	
Signed: _____ Date: _____	
Print name: _____	

Please return this form to: CEO & Founder Jemma Gregory



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### Declaration of interests 2025

Name:
Address:

Organisation/Company/Individual where an interest arises or details of other charities for whom you act as a Trustee	Nature of interest with full details of such interest to be disclosed

Signed..... Date.....

Please return this signed form to: CEO & Founder Jemma Gregory