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| Policy Name | **Conflict of Interest** | Created Date | 19/10/2017 |
| Reviewed by | C Neville | Last Reviewed Date | 1/10/2023 |
| Approved by | D Elmslie | Next Review Due | 1/10/2024 |

**Reason for Policy**

Trustees have a legal duty to act in the charity’s best interests when making decisions as a trustee. If there’s a decision to be made where a trustee has a personal or other interest, this is a conflict of interest and the Trustee must follow this Policy.

Examples of conflicts of interest include where a Trustee or someone they are connected to could benefit financially or otherwise from the decision, or where the decision may conflict with a Trustee’s duties to another organisation.

**Legal requirement**: A Trustee must declare a conflict of interest immediately they are aware of any possibility that their interests could be seen as influencing a decision.

**Process:**

1. **Conflicts of Interest Register:** Where a Trustee has a potential conflict of interest that could affect the routine decisions of the charity, (for example, a member of their family supplies services to the charity) they should notify the Secretary who will keep a permanent register and inform the other Trustees when it is altered.
2. **One-Off Conflicts of Interest:** Trustees will notify the Secretary of any potential conflicts of interest on receipt of the meeting Agenda. The Secretary will record these and notify the meeting Chair at the start of the meeting.
3. **Managing Major Conflicts of Interest**Where a decision involves significant financial (such as a Trustee’s family firm contracting to build an extension) or reputational (such as the charity deciding to campaign to allow building on adjacent land belonging to a Trustee) matters, the Trustees should first check the governing document and the Charity Commission website to understand the legal position. If the way forward is not clear, the Trustees must seek guidance from the Charities Commission.
4. **Managing Conflicts of Interest in a Meeting**
   1. The Chair should attempt to find an alternative approach
   2. If a) is not possible, the affected person should not participate in the discussion or voting
   3. The Secretary should minute actions taken to avoid a conflict of interest.
5. **Annual Reports**The Treasurer will include a note on payments, except for reimbursement of expenses, over £200 made to Trustees or their connected parties.