

Conflict of Interest Policy of Live Well in Braunton

Policy purpose and brief

We recognise that having Directors, committees, and staff with a diverse range of experience and interests is a vital part of the ongoing health of our organisation. This experience helps us respond positively to the changing needs of our service users and adapt to social change. As an organisation, however, we want to ensure that the reasons behind any of our operational and strategic decisions are transparent and understood by our staff, volunteers and service users and are made in the best interests of this organisation. To ensure this, it is essential that our Directors and Committees, in particular, but also any staff or other volunteers are clear about other interests that they may have and how these conflicts are managed.

The purpose of this policy is to ensure our Directors, Committees and staff make the best use of their skills and prevent any conflict of interest that may arise between their role in Live Well in Braunton and their private or family interests or their association with other voluntary or community organisations, public authorities, commercial organisations, or other bodies, and also that for staff and other volunteers.

Conflicts of interest could include, but are not limited to:

- Unfair access to information, influence, services or resources
- Being a party to both sides of a contract or other agreement

Principles

- Directors and Committee members are elected, co-opted, or appointed to serve the interests of our organisation.
- Directors, Committee members, members of staff and other volunteers should act in the charity's interests only and without regard to their own private interests, and should not derive any personal benefit or gain from the charity.
- Organisations or bodies with which Directors, Committee Members, staff and other volunteers are associated should not benefit from their involvement in Live Well in Braunton, other than the benefits that all, or significant groups of voluntary and community organisations can receive from us and our work.

Other interests

- All Directors, Committee Members, staff and volunteers on election, co-option or appointment, should make known any relevant interests which might influence their judgement or which could be perceived (by a reasonable member of the public) to do so
- It is the responsibility of all Directors, Committee Members, staff and volunteers to notify the Chair of any updates as and when they arise.

These will be recorded in a Register of Interests

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Declarations of interest at meetings

Should any person have a relevant interest that relates specifically to a particular issue under consideration they should declare it orally at the appropriate meeting. Such declarations should be recorded in the minutes of the meeting.

If the outcome of any discussion at a Board or other meeting (or sub-committee or working group) could have a direct financial effect on a Director, Committee member, members of staff or volunteer, or on a voluntary or community organisation or other body in which they have a relevant interest, they should not participate in the discussion or determination of matters and should withdraw from the meeting. Withdrawals shall be recorded in the minutes of the meeting.

This does not apply to disciplinary, grievance or similar procedures as separate arrangements apply

Representation

- Directors, Committee Members, staff and other volunteers attending meetings and conferences on our behalf should at all times act and speak in our best interests, following our agreed policy.
- Directors, Committee Members and staff attending meetings and conferences in a personal capacity, or on behalf of a voluntary or community organisation or other body, may at times be able to usefully support our best interests. In such circumstances they should make it clear in which capacity they are acting or speaking.
- Directors, Committee Members and staff who may be placed in any conflict of interest while attending meetings and conferences should discuss their concerns at the earliest possible opportunity with the Chair.
- Staff must not hold formal Trustee Board/Management Committee/Company Director positions with other local voluntary organisations, unless agreed by our Directors.

Adoption

Date adopted:

Signature on behalf of the Directors:

Name and position:

Review date: