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Date	Author	Summary of changes
14/05/24	Roger Duerden	Initial version

The Trustees of Blood Bikes Scotland (CCT) must observe and fulfil their obligations under the Charities and Trustee Investment (Scotland) Act 2005 and put the interests of the charity before their own personal interests. They have a responsibility make decisions based only on what's best for the charity, without allowing personal interests, or the interests of people or organisations connected to them, to influence these decisions.

- Financial conflicts – when a trustee, or a person or organisation connected to them, could get money or something else of value from a trustee decision. This does not include the payment of expenses.
- Loyalty conflicts – where a trustee's personal interests or interests they owe to another person or body may influence their decision-making.

Generally, a potential conflict of interest will occur when a trustee has a connection to another organisation (as a trustee, board member, member of staff or similar) or person (such as their child, parent or spouse) that CCT has a financial, or other working arrangement with. Where a conflict of interest becomes apparent, whether it materialises or not, the Board must take appropriate steps to manage the conflict and be seen to be acting in the best interests of the charity.

3. Identifying trustee conflicts of interest

Conflict of interest shall be a standing item on all CCT Board of Trustees meeting agendas. The Chair will remind trustees at the start of each meeting that any interests must be declared.

- 3.1. If a trustee in any way has, either directly or indirectly, a clear and substantial interest in a proposed transaction or arrangement with the charity, they must declare the nature and extent of that interest to the other trustees, whether or not that interest is already recorded in the Trustees' Register of Interests. Such declarations should make clear the interest and whether the conflict is of a financial (either direct or indirect) or loyalty nature.
- 3.2. Where such an interest is of a direct or indirect financial nature, the trustee involved should withdraw from the meeting and not speak, participate in or otherwise seek to influence any decision taken by the remaining trustees relating to the matter under discussion.
- 3.3. Where the interest is of a loyalty nature, it should be discussed by the trustees. If considered substantial, the trustee involved should withdraw from discussions and decisions relating to that interest.
- 3.4. Where an interest arises from membership of a public body and is not of a financial nature, full participation in the discussion and decision is permitted.
- 3.5. In all circumstances, trustees should ask themselves whether members of the public, knowing the facts of the situation, could reasonably conclude that the interest involved might influence the decision to be taken by the Board. If so, the trustee concerned shall withdraw.
- 3.6. If a declaration of interest proves to be or becomes inaccurate or incomplete, a further declaration must be made.
- 3.7. Any required declaration of interest must be made before the charity enters into the transaction or arrangement.

4. Recording trustee conflicts of interest

- 4.1. Conflicts of interest identified in a meeting shall be recorded in the minutes, together with the key points of any discussion held to decide whether any trustees should withdraw. The minutes should include sufficient detail to enable a reader to understand the issue and the basis on which the decision was made.
- 4.2. Where interests are identified that are not already recorded in the Trustees' Register of Interests, the trustee(s) concerned shall be required to submit an updated Trustee Conflicts of Interests Declaration form to the Secretary.

5. Ownership and review

This policy is owned by the Chair, who is responsible for updating it when required. The Board of Trustees shall review the contents of, and compliance with this policy periodically.

6. Notes and additional information

In the event that any element of this policy appears to conflict with the Constitution of Coulter Community Trust, the latter shall take precedence as the definitive document.