



Conflict of Interest Policy

Policy Statement

Trustees have a legal obligation to act in the best interests of the Trust. In accordance with the Trust's governing document this policy sets out how to avoid situations where there may be a potential conflict of interest.

Conflicts of interest may arise when an individual's personal or family interests and/or loyalties conflict with those of the Trust. Such conflicts may create problems, they can:

- Inhibit free discussion
- Result in decisions or actions that are not in the interests of the Trust
- Risk the impression that the Trust has acted improperly

The aim of this policy is to protect both the Trust and the individuals involved from any appearance of impropriety.

Trustees are obliged to act in the best interests of the Trust and declare any interests that could conflict with the Trust's objectives

The Declaration of Interests

Accordingly, the Trustees declare their interests at each meeting and a register is updated annually or when any changes occur. Trustees are advised to err on the side of caution when completing their declaration. Trustees are asked to declare any directorships held. The register is available for inspection by the Trustees.

What constitutes a conflict of interest?

A conflict of interest arises when the interests of an individual trustee differ from the best interests of the Trust.

If a Trustee is an employee, volunteer or Trustee of a beneficiary charity they should not be involved and any decisions that directly affect the beneficiary charity.

If a Trustee is related through a family member, business partner or friend to a beneficiary charity they should declare the interest. Trustees should declare an interest at the earliest opportunity and withdraw from any subsequent discussion or decision. The same applies if there is a conflict for any other reason.

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 have to be made by vote with a majority required. A quorum must be present for the discussion and decision, interested Trustees will not be counted when

deciding whether the meeting is quorate. Interested Trustees may not vote on matters affecting their own interests.

All decisions under a conflict of interest will be recorded and reported in the minutes of the meeting.

Gifts

Occasionally Trustees or Trust staff may receive a gift, benefit or an offer of hospitality arising from their position in the Trust. If any item has a value or a perceived cash value of over £50 this should be declared and recorded by the Trust staff.

Trustee Remuneration

No Trustee should be out of pocket as a result of the work carried out on behalf of the Trust. Therefore, Trustees are permitted to reclaim reasonable travel and subsistence which they have incurred as part of their Trustee duties. If these expenses are over £250 Trust staff will book and organise payment. No other fee or remuneration can be claimed for serving as a Trustee.