

Washington Village Memorial Hall Charity

Conflict of Interest Policy

Version 2.0

Authorised By The Trustee Board

At The Trustee Board Meeting Held On 4 August 2021

Issues & Changes

Date	Reference	Issue
21 jul 21	4	The Charity's governing document does not comply with the Charity Commission's guidance because it does not give any guidance about conflicts of interest or the procedures for dealing with conflicts of interest. This document and the compliance procedures document provide compliance with the Charity Commission's guidance
		Changes
21 jul 21	throughout	Change 'Committee' to Trustee Board
	4	Delete sentence referring to the updating of the governing document

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1 Introduction

This policy is based on the Charity Commission's document "Conflicts of interest: a guide for charity trustees (CC29) Annex D: Drawing up a conflicts of interest policy".

2 Good Practice

It is good practice for a charity's governing document to include provisions to deal with conflict of interest situations and if a governing document does not include such provisions, trustees should consider amending it. See Governing Document below.

It is also good practice to have a written conflicts of interest policy and a register of interests as these can help individual trustees and the trustee body to identify conflicts of interest promptly.

The Charity Commission encourages trustees to make the operation of the charity as transparent as possible. With this in mind the trustees may decide to make their policy on conflicts of interest available to the public and to make some or all of their register of interests publicly available. See Transparency below.

3 Purpose Of This Policy

The purpose of this policy is to define a framework for the handling of conflicts of interest which is in accord with the guide documented by the Charity Commission. All the Charity's conflict of interest procedures shall comply with this policy.

4 Governing Document

The Trustee Board recognises that the Charity's governing document does not comply with the Charity Commission's guidance because it does not give any guidance about conflicts of interest or the procedures for dealing with conflicts of interest.

5 Trustee's Responsibilities

All trustees have a legal duty to act only in the best interests of their charity. The Charity Commission expects trustees to take appropriate steps in line with its guidance to ensure that they can do this.

To fulfil their legal duty to act only in the best interests of the charity, trustees have a personal responsibility to declare conflicts of interest. They also have a duty to be vigilant and point out any potential or actual conflicts of interest.

Trustees have a responsibility to ensure that relevant and sufficient policies and procedures are in place to identify potential conflicts of interest and to deal with any actual conflict of interest quickly and effectively.

6 Other Volunteer's & Staff's Responsibilities

All volunteers and staff have a responsibility to declare, as soon as practicable, any conflicts of interest which affect them both generally and prior to participating in any discussion or decision.

7 Trustee, Volunteer's & Staff's Benefits

In accordance with paragraph 15 of the Charity's Scheme document, no trustee shall take or hold any interest in any property belonging to the Charity, other than for the purpose of being a trustee, or receive any remuneration, or be interested in the supply of work or goods at the cost of the Charity.

8 Pre-Appointment

8.1 *Trustees*

Prior to appointment all trustees shall register their interests and declare any conflicts of interest. If any trustee is likely to be subject to serious or frequent conflicts of interest, the existing trustees shall formally consider whether that trustee should be appointed, or if the trustee is elected or nominated whether the trustee should resign.

If an elected or nominated trustee declines to resign when asked to do so, the matter shall be referred to the Charity Commission.

8.2 *Volunteers, Staff & Contractors*

Prior to a volunteer working for the Charity or a member of Staff being employed by the Charity, they shall register their interests and declare any conflicts of interest.

Prior to a contractor being contracted by the Charity the trustees shall determine whether the services being contracted could give rise to conflicts of interest and, if so, shall require the contractor to register his interests and declare any conflicts of interest.

If serious or frequent conflicts of interest are likely to arise, the trustees shall formally consider whether that person should be appointed.

9 Trustee Board Meetings

The Trustee Board shall ensure that there is a standard agenda item at the beginning of each Trustee Board meeting for trustees to declare any actual or potential conflicts of interest with any agenda item.

The Trustee Board shall formally record how such conflicts of interest are handled.

10 Handling Conflicts Of Interest

It is essential to the reputation of the Charity that the handling of all conflicts of interest is documented and done as transparently as possible.

The Trustee Board shall ensure that the record of all conflicts of interest is reviewed regularly by the Trustee Board.

11 Transparency & Communication

11.1 *Transparency*

The Trustee Board shall make this policy document available publicly by making it available on the Charity's website or some other means.

The handling of conflicts of interest shall be as transparent as possible, without compromising personal and private information.

11.2 *Communication*

The Trustee Board shall ensure that this policy document is widely communicated within the Charity and is available and understood by all trustees, volunteers and Staff.

11.3 *Accounts*

If the Charity prepares accruals accounts, the Committee shall ensure that any trustee benefits are disclosed in the Charity's accounts.

12 Policy Review & Enforcement

The Trustee Board shall review this policy regularly and update it as necessary.

The Trustee Board shall nominate one of the trustees to take responsibility for the communication, review and enforcement of this policy.

Annex A

Definitions

13 Definitions

13.1 *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.

13.2 *Conflict Of Loyalty*

This means a particular type of conflict of interest, in which a trustee's loyalty or duty to another person or organisation could prevent the trustee from making a decision only in the best interests of the charity.

13.3 *Contractor*

A contractor is anyone, not employed by the Charity, who is formally contracted to deliver a service to the Charity.

13.4 *Shall*

The use of the verb "shall" means that the statement is mandatory and may be based on a legal obligation.

13.5 *The Charity*

The Charity means The Washington Village Memorial Hall Charity.

13.6 *Trustee*

A trustee is a member of the Trustee Board and all Members of the Trustee Board are trustees.

13.7 *Volunteer*

A volunteer is anyone, other than a trustee or employed staff, that contributes personal time and effort in support of the activities of the Charity.

13.8 *Staff*

A Staff member is anyone employed by the Charity to provide a service to the Charity.