

BISLEY VILLAGE HALL



Conflict of Interests Policy

This policy applies to members of the Management Committee of Trustees

Charity Registration no. 304978

Audit details

Status and Date: Approved by Committee 09/05/18

Next Review Date: By 09/05/19

Version 2.0

Members have an obligation to act in the best interests of **BISLEY VILLAGE HALL**, and in accordance with the governing document.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of **BISLEY VILLAGE HALL**.

Such conflicts may create problems; they can:

- Inhibit free discussion
- Result in decisions or actions that are not in the interests of **BISLEY VILLAGE HALL**
- Risk the impression that the Management Committee of Trustees has acted improperly.
- Call into question the motives behind Trustees' decisions

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

Trustees benefitting from charity decisions

A common conflict of interest charities face involves trustees receiving some sort of benefit from their charity

- Direct financial gain - for example if a charity awards a contract to a business a trustee owns
- Indirect financial gain - Such as a trustee's partner being employed by the charity
- Non-financial gain - This could happen when a trustee is a user of the charity's services

The declaration of interests

Accordingly, we ask Members of the Management Committee of Trustees to declare their interests on the "Declaration of Incoming Trustees" when joining the committee.

To be effective, the declaration of interests needs to be updated at least annually, and also when any changes occur.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the Management Committee secretary for confidential guidance.

Interests will be recorded on the **BISLEY VILLAGE HALL** register of interests, which will be maintained by the secretary.

Data Protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that Members of the Management Committee of Trustees act in the best interests of **BISLEY VILLAGE HALL**. The information provided will not be used for any other purpose.

What to do if you face a conflict of interest

If you fail to declare an interest that is known to the Management Committee of Trustees secretary and/or the chairman, the secretary or chairman will declare that interest.

Decisions taken where a member has an interest

In the event of the Management Committee having to decide upon a question in which a member has an interest, all decisions will be made by vote, with a two thirds majority required. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate.

Interested board members may not vote on matters affecting their own interests. They must absent themselves from the discussion or they may participate in the discussion but not the decision-making process.

All decisions under a conflict of interest will be recorded by the Management Committee secretary and reported in the minutes of the meeting. The report will record:

- The nature and extent of the conflict;
- An outline of the discussion;
- The actions taken to manage the conflict.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures with guidance from the Charity Commission.

Managing contracts

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.