

# **Working from Home Policy**

Signed .....

# Conflicts of Interest Policy

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

Trustees are legally responsible for making sure that conflicts of interest are managed following the right process.

In the remainder of this document, unless otherwise specified the term trustee is deemed to include the Trustees of Huntingdonshire Volunteer Centre (HVC), members of staff of HVC and representatives of other organisations who may sit on the Management Committee of HVC.

## Definition of conflicts of interest

Conflicts of interest may be financial conflicts or loyalty conflicts.

### *Financial conflicts*

Financial conflicts happen when a trustee, or person or organisation connected to them, could get money or something else of value from a trustee decision. They do not include a trustee's expenses – for example, for going to a charity meeting.

Financial conflicts for a trustee happen if the charity is deciding whether to:

- pay the trustee for doing their trustee role (more than their expenses)
- employ or pay the trustee, or their relative, for some work at the charity, or its trading company
- sell, loan or lease charity assets (land or anything else the charity owns) to the trustee
- buy, borrow or lease charity assets from the trustee
- buy goods or services from a business owned by the trustee

It still counts as a conflict, even if the charity would get a good deal for its money.

### *Loyalty conflicts*

These conflicts are not about money or other trustee benefits. They happen when, for other reasons, a trustee might not be able to make decisions that are best for the charity.

Loyalty conflicts can happen if the charity's decision involves a person or organisation linked to a trustee. For example:

- the trustee's employer
- another charity where they are a trustee
- the organisation that appointed them as a trustee
- their relatives or friends

There can be a conflict because the trustee's responsibility (or loyalty) to the other organisation or person could compete with their responsibility to the charity.

Trustees must identify and deal with these conflicts properly. All trustees must do this, not just the trustee with the conflict. Otherwise the Trustees of HVC will not meet their joint legal responsibility to make decisions:

- based only on what's best for the charity
- without influence from their personal interests

### **Declaring conflicts of interest**

Trustees must declare conflicts of interest by completing a Conflict of Interest declaration form each year (see Appendix 1- Conflicts of Interest Form) and returning it to the charity secretary. This will form a register of interests which will thus be updated annually.

The information provided will be maintained in accordance with the GDPR Regulations to ensure that trustees act in the best interests of Huntingdonshire Volunteer Centre. The information provided will not be used for any other purpose.

Trustees must identify and declare conflicts of interest at the start of meetings and a standard agenda item will be included to facilitate this.

### **Managing conflicts of interest**

The Trustees of HVC must ensure that any trustee payment or benefit is authorised and must not allow a trustee - or organisations or people connected to them - to benefit from the charity, unless it is allowed by any of the following:

- rules in the Memorandum and Articles of Association of Huntingdonshire Volunteer Centre
- the law
- the Charity Commission or the Court

Where a conflict of interest has been identified the conflicted trustee must:

- leave relevant discussions
- not take part in the decision or vote
- not be counted in the quorum

### **Recording conflicts of interest**

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

- the nature and extent of the conflict
- who or what it affected
- when it was declared
- the actions taken to manage the conflict

Where a Trustee of HVC benefits from the decision, this will be reported in the Annual Report and Accounts in accordance with the current Charities' Statement of Recommended Practice.

All payments or benefits in kind to Trustees of HVC will be reported in the Charity's Annual Report and Accounts, with amounts for each Trustee listed for the year in question.

*This policy was approved by the Trustees of Huntingdonshire Volunteer Centre*

Signed: Mike Baker

Chairman

Date: 5th August 2025

Date of next Review: