

WOOLASTON MEMORIAL HALL

& PLAYING FIELD

GL15:6SU

For the Community

Conflict of Interest Policy

Woolaston Memorial Hall Committee will make decisions based only on what's best for the charity.

We do not allow personal interests, or the interests of people or organisations connected to Trustees or Committee Members, to influence these decisions.

There are 2 common types of conflict of interest:

- Financial conflicts - when a trustee, or 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 - other reasons, a committee member might not be able to make decisions that are best for the charity.

Generally, a potential conflict of interest will occur when a committee member has a connection to another organisation or person that we have a financial, or other working arrangement with, either as:

- Family – his or her partner, child etc or:
- Organisation – as a trustee, board member, member of staff or similar.

Identifying Conflicts of Interest

A record of any professional or personal interest that may make it difficult for a trustee or committee member to fulfil their duties impartially, or may create an appearance of impropriety, with any item on the agenda for that day's meeting is to be noted in the minutes of the meeting. Specifically:

- If a trustee/committee member is in any way, directly or indirectly, interested in a proposed transaction or arrangement with the organisation, he or she must declare the nature and extent of that interest to the other trustees
- If a declaration of interest proves to be or becomes inaccurate or incomplete, a further declaration must be made
- Any required declaration of interest must be made before the charity enters into the transaction or arrangement

- A declaration is not required in relation to an interest of which the trustee or committee member is not aware or where the trustee/committee member is not aware of the transaction or arrangement in question. For this purpose, a trustee/committee member is treated as being aware of matters of which he or she ought reasonably to be aware. If a trustee/committee member declares a conflict of interest, he or she will normally be required to abstain from discussing or voting on the relevant agenda item and will not be counted when determining if the committee is quorate for that agenda item.

Potential Trustee Conflicts of Interest:

The charity may pay and offer other material benefits, to one or more of its trustees/committee members to provide services to the charity, where the committee reasonably believes it to be in the charity's best interests to do so.

The services in question must be ones which the charity trustee provides in addition to carrying out normal trustee duties. Any such proposal would be treated on a case for case basis.

Where an individual is not part of the decision-making process, there is no direct conflict of interest. However, where he or she has a relationship with the organisation, or individual committee member, the perception could arise that the trustees haven't acted in the organisation's best interests, because of this.

Managing Trustee/Committee Members Conflicts of Interest

To manage these issues, the committee will ask themselves these kinds of questions:

- Is this the best use we might make of our limited resources?
- If so, might anyone else be able to provide this service?
- If there are others, in terms of cost, quality, availability etc, who would be the best provider?

Where possible local contractors will be used to support the local community

Though cost is the most obvious factor in decision making, the speed at which the work can be done, and the quality of the work will also be taken into consideration

Recording Conflict of Interest Decisions:

Conflicts of interest will be recorded in the minutes, together with the key points and decision(s) made, in sufficient detail to enable a reader to understand the issue and the basis on which the decision was made.

