



# Conflict of Interests Policy

## Introduction

The Trustees have a legal obligation to act at all times in the best interests of Ellingham Village Hall. Committee members and volunteers have similar obligations. Conflicts of interest may arise where an individual's personal, professional or family interests and/or loyalties could potentially conflict with those of Ellingham Village Hall.

Such conflicts may create problems as they can:

- Inhibit free discussion;
- Result in decisions or actions that are not solely in the interests of the charity and the trustee body; and
- Risk the impression that the trustee body has acted improperly.

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

## The Declaration of Interests

Accordingly, Ellingham Village Hall asks trustees to declare their interests, and any gifts or hospitality received in connection with their role in the charity. A declaration of interests form is provided for this purpose, listing the types of interest you should declare.

To be effective, the declaration of interests is updated annually, and also when any changes occur.

If you are unsure of 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 Chair of Trustees for confidential guidance. Interests will be recorded on the Charity's register of interests, which will be maintained by the Chair

## Data Protection

The information provided will be processed in accordance with the data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that trustees and directors act in the best interests of Ellingham 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 are a trustee, or a volunteer at Ellingham Village Hall or a relative of someone providing services to Ellingham Village Hall, you should not be involved in decisions that directly affect that service. You should declare your interest at the earliest opportunity and withdraw from any subsequent discussion. The same applies if you face a conflict for any other reason

## Decisions taken where a Trustee has an Interest

In the event of the trustees having to decide upon a question in which a trustee has an interest, all decisions will be made by vote, with a simple 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 Trustees may not vote on matters affecting their own interests. They may participate in the discussion but not the decision-making process.

The decisions under a conflict of interest will be recorded by the chair 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.

Where a trustee benefits from the decision, this fact will be reported in the trustees’ annual report in accordance with SORP 2005.

A de minimis exemption applies to contracts less than £100 in value. Random checks against the register of interests will be made on the award of contracts below this value. If the cumulative value of a series of small contracts exceeds £100, the trustees will operate the policy used for individual contracts over that sum.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.

**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

**Confidential once Completed**

**Declaration of Interests Form**

I ----- as a trustee/committee member of Ellingham Village Hall have set out below my interests in accordance with the organisations ‘Conflict of Interests Policy’.

Please give details of the interest and whether it applies to you, yourself or where appropriate, a close relative or close personal connection:	
Current employment and any previous employment in which you continue to have a financial interest:	
Appointments (voluntary or otherwise) eg trusteeships, directorships, local authority membership, tribunals, etc. Membership of any professional bodies,	

special interest groups or mutual support organisations:	
Investments in unlisted companies, partnerships and other forms of business, major shareholdings (eg more than 5% of issued capital) and beneficial interests:	
Gifts of hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months:	
Any other conflicts that are not covered by the above (eg a family relationship with someone who themselves has relevant dealings with the charity)?	

I declare to the best of my knowledge the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the Conflict of Interest Policy and for no other purpose.

Signed:

Name:

Date:

Please return the completed form to the Chair