

BUCKINGHAM ALMSHOUSES AND WELFARE CHARITY

Conflict of Interest Policy

The trustees of the Buckingham Almshouses and Welfare Charity (BAWC) have a legal obligation to act in the best interests of the Charity and in accordance with its governing documents.

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. The perception that there is a conflict of interest can damage the Charity's reputation.

Trustees must be prepared to respond appropriately to any suggested conflict of interest, whether accurate or not, in order to protect the reputation of the Charity. They must ensure that potential conflicts of interest are identified and addressed effectively. All decisions affecting the Charity must be transparent and recorded to show that they have been made in the best interests of the Charity.

Conflicts are likely to arise if: -

- there is a potential financial or measurable benefit directly to a trustee, or indirectly through a connected person.
- a trustee's duty to the Charity may conflict with a duty or loyalty they owe to another organisation or person.

A trustee's loyalty to the Charity could conflict with his or her loyalty to: -

- the body that appointed them to the Charity
- the membership or section of the Charity that appointed them to trusteeship
- another organisation such as their employer
- another Charity of which they are a trustee
- a member of their family
- another connected person or organisation
- their religious, political or personal views.

Conflicts of Interest Policy

This Policy applies to all trustees and any other staff or volunteers who might happen to work with the Charity.

1 Declaration of interests

- 1.1 The trustees of BAWC will declare their interests and any gifts or hospitality offered and received in connection with their role in the Charity. A form is provided below.
- 1.2 The declaration of interests will be updated annually, as well as when any material changes occur.

- 1.3 Trustees will err on the side of caution when deciding whether to declare an interest.
- 1.4 The register of interest shall be used to record all gifts of a value over £25.00 and hospitality over £25.00.
- 1.5 The secretary of the Charity will be responsible for maintaining the register of interests.

2 Data Protection

The information provided will be processed in accordance with the data protection principles as set out in the General Data Protection Regulation (GDPR) – implemented 25th May 2018 - and the Data Protection Act 2018. Data will be processed only to ensure that connected individuals act in the best interests of the Charity.

3 Declaration of conflict of interest

- 3.1 If a trustee believes they have a conflict of interest, direct or indirect, in a proposed transaction or arrangement with the Charity or in any transaction or arrangement entered into by the Charity which has not previously been declared, they must: -
 - declare the interest at the earliest opportunity,
 - absent themselves from any discussions of the trustees in which it is possible that a conflict of interest will arise between their duty to act solely in the interests of the Charity and any personal interest, including but not limited to any financial interest.

Any trustee absenting themselves from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the trustees on the matter.

- 3.2 The secretary will take care to ensure that minutes or other documents relating to the item presenting a conflict are removed for the person facing the conflict.
- 3.3 If the Board of trustees has to make a decision as to whether a trustee has a conflict of interest, the affected trustee will be excluded from the discussion; remaining Board members will consider the issue and make an appropriate decision.
- 3.4 All decisions about a conflict of interest will be recorded by the 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
- 3.5 Details of any benefits or payments to trustees and connected persons, including the reasons for them, will be disclosed in the Charity's annual accounts.

4 Resources, further help and information

The links that follow are up to date and functioning at the time of publication of this Policy.

Charity Commission

<https://www.gov.uk/guidance/manage-a-conflict-of-interest-in-your-charity>

<https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees-cc29>

Document Control

Name of Policy:	Conflict of Interest Policy
Version:	v.1
Purpose of Policy:	To describe the concept of a conflict of interest, how it might arise, the obligation trustees have to make a declaration of a conflict of interest and how a declaration will be made.
Policy applies to:	All trustees and any staff or volunteers who might happen to work with the Charity.
Approved by:	The Compliance and Governance Committee
Responsible for its updating:	The Compliance and Governance Committee
Final approval by:	The Board of BAWC
Date of approval:	2 nd May 2019
Policy first issued:	May 2019
Proposed date of review:	May 2024

Charity trustee declaration of interests form

..... (insert name) a trustee of the Buckingham Almshouses and Welfare Charity has set out below their interests in accordance with the Charity's Conflict of Interest Policy.

Category	Details of the interest and whether it applies to the trustee or, where appropriate, a member of their immediate family, connected persons or some other close personal connection
Current employment and any previous employment in which you continue to have a financial interest.	
Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals etc.	
Membership of any professional bodies, special interest groups or mutual support organisations	
Gifts or hospitality offered by external bodies in the last 12 months	
Any contractual relationship with the Charity or a subsidiary.	
Any conflicts not covered by the above	

Signature.....

Name.....

Date.....