

Conflict of Interest

1. Purpose This policy aims to ensure that any conflicts of interest, perceived or actual, are identified and managed transparently and appropriately, in the best interest of the charity. It allows for volunteers to use their professional expertise to support the charity while ensuring any financial remuneration is handled in a fair and open manner.

2. Definition of Conflict of Interest A conflict of interest arises when a volunteer or trustee has a personal interest, whether direct or indirect, that could influence their ability to act solely in the interests of the charity. This includes situations where a volunteer could financially benefit from decisions made by the charity.

3. Disclosure of Conflict of Interest All volunteers and trustees must declare any conflict of interest as soon as they arise. This includes situations where:

A volunteer may be paid or remunerated for services provided to the charity.

A volunteer has a professional or financial interest that could be perceived as affecting their impartiality.

The disclosure must be made to the Chair of the Board of Trustees in writing, and it should be recorded in a register kept for the purpose by the Hon Secretary. (See 5., below.)

4. Procedure for Managing Conflicts of Interest Where a volunteer proposes to undertake a project for the charity for which they may receive remuneration, the following steps will be followed:

Transparency: The volunteer must disclose their professional involvement and the potential for financial remuneration before commencing the project.

Approval by Trustees: The Board of Trustees must consider and approve the project, including any remuneration, ensuring that the decision is made in the charity's best interests.

Fair and Open Process: If possible, the charity will consider whether other individuals or entities are able to offer similar services. This ensures that the decision to engage the volunteer is based on merit and fairness, rather than personal relationships.

Exclusion from Decision Making: The volunteer in question must not be part of any decision-making process regarding their remuneration or project approval.

5. Documentation and Review The conflict of interest must be recorded in the charity's Conflict of Interest Register. The trustees will periodically review any ongoing conflicts to ensure they remain appropriately managed.

6. Consequences of Breach Failure to disclose or manage a conflict of interest may result in actions being taken by the Board of Trustees, which could include removal from the volunteer role or termination of the contractual agreement.

7. Approval and Review of the Policy This policy will be reviewed biennially to ensure it remains in line with best practices and charity governance requirements.

This policy should cover the necessary points of transparency and governance, while allowing the volunteer to be remunerated for their professional work in a clear and ethical way. You may want to review this with legal counsel to ensure compliance with local charity laws.

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