

## **'Conflict of Interest' Policy**

A conflict of interest can arise in any of a number of ways, the most likely being:

1. A member of the committee may have loyalties divided between the Association and another body.
2. The committee engages firms to carry out repair work etc and it is possible that a member of the committee has an interest in the engaged firm. This may be direct or indirect (eg having a relative involved in the firm)
3. The committee may decide to remunerate a member for services rendered.

### The Policy

- Conflicts of Interest have to be declared and assessed by the Management Committee. Trustees considered to have a conflict of interest do not participate in any discussion of the matter, may not lobby any other trustee and must abstain from any vote on the issue.
- Declarations of interest and exclusion of the person/s from the discussion & voting process must be clearly minuted to show that the conflict was properly managed. This is deemed to be a sufficient record of conflicts, however if circumstances change significantly, the individual(s) or the committee have the right to seek to examine the situation further.
- In the case of 2 or 3 above applying – i.e. a member of the committee has an interest in an engaged firm or the remuneration of a member
  - Members of the committee must be satisfied that they have explored all other avenues of service provided by third parties
  - Members must be satisfied that the services rendered and the payment remunerated are in the best interests of the Charity
  - Members must be satisfied that the level of remuneration is appropriate.
  - All discussions and decisions regarding this should be minuted.

Adopted on: 29 January 2015

Last reviewed:.....