



Maindee Unlimited

UK Charity No: 1160272

Conflicts of Interest

Introduction

All staff, volunteers, and trustees of Maindee Unlimited will strive to avoid any conflict of interest between the interests of Maindee Unlimited on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of Maindee Unlimited's decision-making process, to enable stakeholders to have confidence in the integrity of Maindee Unlimited, and to protect the integrity and reputation of volunteers, staff and trustees.

What is a Conflict of Interest?

The Charity Commission defines a conflict of interest as "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."

A conflict of interest exists even where there is the possibility that a trustee's personal or wider interests could influence the trustee's decision making; even the perception that there is a conflict of interest can damage the charity.

Conflicts of interest relate to a trustee's personal interests and the interests of those connected to them. This means that there is a conflict of interest where there is a proposed transaction between the charity and a connected person. Similarly, there is a conflict of interest where there is a benefit or a potential benefit to a connected person.

Types of Interest

A. Financial Benefits or Interests

Direct financial benefits or interests include, for example, employment of the trustees as employee, consultant or advisor, or the situation where a company of which the trustee is a director or shareholder, may be considered for a contract by the Charity. Other matters of financial interest include the sale of land or the use of a trustee's property by the charity, or granting of loans by the trustees to the charity. Conflicts of interest in such cases are particularly serious and any financial benefit requires authorisation, usually by the Commission.

Indirect financial interests may arise where such potential financial benefits accrue to a close member of the trustee's family, or even a friend, business partner or colleague.

Not all benefits enjoyed by trustees need to be authorised by the governing document, the Commission or the Courts. It is perfectly acceptable to repay reasonable out of pocket expenses to trustees. Any costs that are necessary to allow a trustee to carry out his or her duties as a trustee can be classed as expenses and recovered from the charity or met directly by the charity. Benefits that are available to all, or that are of inconsequential or little measurable value, will not normally need to be authorised.

B. Non-financial Benefits or Interests

These would include a situation where a trustee directly or indirectly benefits from Maindee Unlimited's services. An example relevant to Maindee Unlimited might be where it is proposed that a trustee's business might sponsor a Maindee Unlimited event: the trustee's business would potentially derive a non-financial benefit from the sponsorship (in the nature of public relations exposure) and a conflict of interest would therefore arise between the trustee's business interests and his/her role as a trustee. Such a conflict would need to be identified and managed in accordance with the procedures described below.

C. Conflicts of Loyalties

This is when another appointment or employment or association (of the trustee or of a relative or friend) may potentially influence the decisions of the trustee in directions which may not be in the best interest of Maindee Unlimited. It is expected that other charity roles, particularly as trustee or employee, should be declared. Any association or relationship with a body or organisation, which is or might become an applicant for funds from Maindee Unlimited, must be declared.

Ultimately, it is not possible to define all the circumstances which may lead to a potential conflict of interest. It is the responsibility of each individual trustee to declare any matters, which he or she feels may present actual or potential conflicts, or the perception of such conflicts. If in doubt, it is better to make a declaration.

Disclosure

Upon appointment each trustee will make a full, written disclosure of interests (see Appendix 1: Declaration of Interests Form), such as relationships and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated annually or as appropriate.

Data protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that *[trustees][trustees and senior staff][trustees and all staff]* act in the best interests of *[the charity]*. The information provided will not be used for any other purpose.

Handling a Conflict of Interest

In the course of meetings or activities, trustees will disclose any interests in a transaction or decision where there may be a conflict between Maindee Unlimited's best interests and the trustee's best interests or a conflict between the best interests of two organisations that the trustee is involved with. If in doubt, the potential conflict must be declared anyway and clarification sought.

In the case of a conflict of interest arising for a trustee because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of

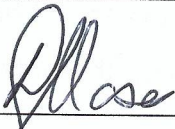
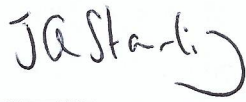
any other provision in the memorandum or the articles, the “unconflicted” trustees may authorise such a conflict of interests where the following conditions apply:

- i. The Charity Commission’s permission is sought before a benefit for a trustee may be authorised that isn’t otherwise authorised in the Constitution or already authorised in writing from the Commission;
- ii. The trustee who has declared the conflict of interest withdraws from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
- iii. The trustee who has the conflict of interest does not vote on any such matter and is not to be counted when considering whether a quorum of Trustees is present at the meeting;
- iv. The other trustees who have no conflict of interest in this matter consider it is in the interests of the charity to authorise the conflict of interest in the circumstances applying.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

For all other potential conflicts of interest the advice of the Charity Commission will be sought and the advice recorded in the minutes. All steps taken to follow the advice will be recorded.

This policy is meant to supplement good judgment, and staff, volunteers and trustees should respect its spirit as well as its wording.

Name: DAVID MOSES	Name: ALISON STARLING
Office: CHAIRPERSON	Office: TREASURER
Signature: 	Signature: 
Date: September 10 th 2020	Date: September 10 th 2020