

Conflict of Interest Policy

Purpose

This policy defines how Needingworth Village Hall Trust operates to ensure conflict of interest is managed

Signed: (On behalf of the Trust) Debbie Williams

Position: Chair

Date adopted and signed: confirmed in monthly committee meeting on the 21st November 2024.

This document will be reviewed bi-annually or when changes occur which may impact the policy e.g change in definition as in statute.

The next review is due on the 21st November 2027

Principles

All staff, volunteers, and management committee members of Needingworth Village Hall Trust will strive to avoid any conflict of interest between the interests of the Trust on 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 the Trust's decision-making process, to enable the Trust to have confidence in their integrity, and to protect the integrity and reputation of volunteers, staff and committee members.

This policy is meant to supplement good judgement, and staff, volunteers and management committee members should respect its spirit as well as its wording.

Examples of conflicts of interest include:

- A committee member who is also a user of the Village Hall where there is a decision as to whether fees from users should be increased.
- A committee member who is related to a member of staff where there is decision to be taken on staff pay and/or conditions.
- A committee member who is also on the Trust or Committee of another organisation that is competing for the same funding where there are discussions to be held on the funding application etc.
- A committee member who has interests in a business that may be awarded a contract to do work or provide services for the organisation.

Upon appointment, each Management Committee member will make a full, written disclosure of interests, 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 as a minimum.

During meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between the Trust's best interests and the committee member's best interests or a conflict between the best interests of two organisations that the committee member is involved with.

After disclosure, the member will be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other committee members present at the time.

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