

Conflict of Interest Policy and Procedure

Home-Start North West Kent Ltd (Home-Start) Charity Number: 1148298

Policy Statement

In accordance with Section 175 of the Companies Act 2006 all Home-Start trustees will strive to avoid any conflict of interest between the interests of the scheme 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 the Schemes decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and committee members.

Procedure

Trustees will declare a conflict of interest immediate they become aware of any possibility that their personal or wider interests could influence their decision making as a trustee of the scheme.

A register will be maintained by the senior worker/administrator/ company secretary/chairperson of all interests of trustees. It is the responsibility of each trustee to inform of any changes or additions that need to be made to the register when they occur by completion of a Form of Declaration (appendix 1).

When a new trustee is appointed, the trustee will be required to sign the trustee declaration form in which he or she must notify the senior worker, /administrator/company secretary/chairperson of any conflicts of interest that may arise, such as information on the trustee's financial and other interests, interests through family connections, personal friendships, business associations and involvement with other organisations. If in doubt about the information to be declared the trustee should err on the side of caution and disclose. These details will be kept on the register.

Before, or at the beginning of each trustee meeting (or committee meeting) trustees must declare any conflicts of interest which may arise in relation to matters on the agenda, whether or not the interest is already recorded in the register. Any new conflicts declared in this way will be minuted and entered in the register by the company secretary.


After disclosure of a conflict the trustees will have the right to determine (without the trustee being present) whether a conflict exists in the circumstances. Any determination regarding the existence of conflict will be made by vote of trustees who do not have a conflict.

If it is determined that a conflict exists:

- The trustee concerned must withdraw from the relevant part of the meeting, unless expressly invited to remain
- In the case of personal interests, the trustee concerned will not be counted in the quorum for the part of the meeting in the case of personal interests, the trustee concerned will withdraw during the vote and have no vote on the matter concerned.
- The trustee concerned will complete a declaration of interest form and submit to the chair or Company Secretary
- The declared conflict will be added to the scheme register

Minutes of meetings of trustees and any committees at which conflicts are an issue will record the nature of the conflict and determinations regarding the conflict, the relevant trustee's non participation with respect to consideration of the matter (as appropriate) any alternatives discussed and any other relevant information.

If any trustee is in any doubt about the application of these rules to his/her particular situation they should consult with the chair.

Signature of Chair:  Name: PATRICIA BURLEIGH

Date policy and Procedure adopted: 24.5.2017

Date policy to be reviewed 24.5.2020

Appendix 1

Declaration of Conflict of interest form for trustees

Submitted to board meeting date [] In relation to item [] on the agenda

A	Trustee's Details	
	Name	
	Date of Declaration:	
B	Details of Declaration	
	Please give details of any perceived conflicts of interest	
	Person to whom this declaration relates: e.g. you, a family member, friend or associate.	
	Name of any firm, business or organisation involved.	
	Details of any payment, benefit, transaction, contract, property or gift involved.	
	Details of any job applicant or other employment matter that is involved.	
C	Confidentiality	
	Is there any reason why this declaration should be regarded as confidential? If yes, please explain.	Yes/No

Signed: [Trustee]

Name:

Date:

Please return to the [office/chair]

