



## GREAT GLEN VILLAGE HALL

Main Street, Great Glen. LE8 9GG

Registered Charity 243104

### **Conflict of Interest Policy**

Adopted 26/2/24.

#### **Introduction**

All Trustees, non-trustee unpaid officers and employees of Great Glen Village Hall (hereinafter referred to as Members of the Village Hall') will strive to avoid any conflict of interest between the interests of the Hall on the one hand and personal, professional and business interests on the other.

This duty includes the need to avoid actual conflicts of interest as well as the perception of any conflict of interest.

The purpose of this policy is to protect the integrity of the Charity's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of the Great Glen Village Hall and its Members.

#### **Conflict of Interest Defined**

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 in the best interests of the charity."

[\(Conflicts of interest: a guide for charity trustees - GOV.UK \(www.gov.uk\)\)](https://www.gov.uk/guidance/conflicts-of-interest-a-guide-for-charity-trustees)

For the purpose of this policy, this definition applies equally to other Members of the Village Hall as it does to Trustees.

#### **Trustees (Committee Member) Duties**

All trustees have a legal duty to act only in the best interests of their charity.

Therefore, each Trustee has a legal duty to avoid any conflict of interest between the interests of the Great Glen Village Hall ('The Charity') on the one hand, and

personal, professional, and business interests on the other. This not only includes avoiding actual conflicts of interest and potential conflicts of interest but also avoiding the perception of conflicts of interest.

## **Types of Conflict of Interest**

Conflicts of interest usually arise where either:

1. A member of the Village Hall has a direct potential financial or other measurable interest arising out of that person's association with the Village Hall; or
2. A trustee's duty to the charity or other Member of the Village Hall's role within the charity may compete with a loyalty or duty they owe to another organisation or person (a type of conflict of interest known as a 'conflict of loyalty').

Examples of conflicts of interest include:

- A Member of The Village Hall who is also a user of the Village Hall and is involved in a decision as to whether fees from users should be increased.
- A Member of The Village Hall who is also on the committee of another organisation that is competing for the same funding.
- A Member of The Village Hall who has interests in a business that may be awarded a contract to do work or provide services for the organisation.
- The Charity purchasing goods or services from a close friend or relative or business associate of a Member of the Village Hall

This is of course not a definitive list and trustees ought to be alive to the fact that conflicts of interest can arise in numerous different situations.

## **Recording and Identifying Conflicts of Interest**

There should be early in every Committee Meeting agenda a standard item for Trustees to declare any actual or potential conflicts of interest.

If a trustee is unsure if they are conflicted or potentially conflicted, they should err on the side of openness and declare the issue to discuss with the other Trustees present.

If a trustee is aware of an undeclared conflict of interest affecting another Trustee, they should notify the other Trustees or The Chair.

Any declared conflict of interest must be recorded in the meeting minutes which should also record how it was decided the conflict of interest is handled.

Upon initial appointment to the role of Trustee or non-trustee unpaid officer of the Charity as the case may be, that person 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 as

appropriate. The format of this written disclosure is set out in the Register of Interests form at page 3 of this policy.

## **Preventing Conflicts of Interest**

Having identified a conflict of interest or potential conflict of interest Trustees must decide how best to deal with that conflict of interest in the best interests of the Charity.

Where there are serious conflicts of interest this may include the Committee voting to remove the conflict entirely by for example:

- Not pursuing a proposed course of action
- Securing the resignation of a Member of the Village Hall affected by a conflict of interest.

Where the Committee decide to go ahead with a decision affected by a serious conflict of interest the authority of the Charity Commission must be sought

In most cases the conflict of interest may be dealt with by The Chair asking the conflicted Member to withdraw from discussion and if felt appropriate, be absent from any part of any meeting where the issue is discussed or decided. Any disagreement with the Chair, can of course be dealt with by a vote of the Committee members.

The Member concerned shall not vote on the issue with which they are in conflict or be counted in deciding whether a meeting is quorate.

This policy will be reviewed annually.

Adopted	26/2/24
Review	December 2024 (First full meeting following AGM)

## Appendix 1: Register of Interests Form

I, as Member of Great Glen Village Hall, have set out below my relevant interests in accordance with Great Glen Village Hall's Conflict of Interest Policy

CATEGORY	Please give details of the relevant interest and whether it applies to yourself or, where appropriate, a member of your immediate family or some other close personal connection
Current employment and any previous employment in which you continue to have a financial interest	
Appointments (voluntary or otherwise) e.g. trusteeships, directorships etc.	
Membership of any professional bodies, special interest groups or mutual support organisations	
Investments in unlisted companies, partnerships and other forms of business, major shareholdings of more than 1% of issued capital and beneficial interests	
Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months	
Any contractual relationship with Great Glen Village Hall.	
Any other conflicts that are not covered by the above	

I undertake to update as necessary the information provided above, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the Conflict of Interests Policy.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_