

Friends of the Porter Valley Conflict of Interest Policy

Statement of Intent

This policy and procedure is designed to ensure that any conflict of interest or potential conflict a Trustee might have in relation to their membership of the Board of Trustees is declared and dealt with, so as to ensure that the Friends of the Porter Valley (FoPV) affairs are managed fairly and transparently in line with best practice.

Trustees have a duty always to act in the best interests of the charity and the reputation of the FoPV must not be harmed by any action which might lead others to doubt that The Board of Trustees is fulfilling its duties fairly and impartially.

A conflict of interest may arise in the following circumstances:

- A Trustee has a financial interest in a contract to which the FoPV is a party.
- A Trustee is also a member, trustee or employee of another organisation with similar objectives, particularly one with which there may be any element of competition, whether actual or perceived.
- A close family member or friend of a Trustee may be involved in a way that constitutes a conflict of interest, whether actual or perceived.

It should be stressed that there is nothing inherently wrong with a Trustee being in any of these situations – a problem only arises if the Trustee is involved in any decision which could be seen to conflict with their interest, and fails to declare it.

Responsibility of Trustee

- It is the responsibility of a Trustee to declare any interest referred to above.
- If the Chair fails to declare an interest which is known to any Trustee(s), then the Trustee(s) will declare it.

Responsibility of the Chair of FoPV

In order to help Trustees to declare interests appropriately the Chair will:

- Discuss conflicts of interest issues when a potential Trustee is considering joining the Board of Trustees.
- Provide new Trustees with a form on which they will declare any interest which is likely to conflict with their duty as a Trustee.
- Include an item on each Board of Trustees meeting agenda for conflicts of interest to be declared.
- Record information on a Trustee's interest confidentially.
- If a Trustee fails to declare an interest which is known to the Chair, then they will declare it.

Approved by FoPV Trustees July 2023 Next review July 2024

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When a conflict of interest arises

When a conflict of interest arises between an interest in the FoPV and a personal or professional interest elsewhere, the Trustee will declare that interest and this will be recorded in the minutes of the meeting in question.

- The Trustee will not vote on any item to which their conflict of interest relates, nor will their attendance count towards a quorum at the meeting in question.
- The Trustee will not normally be asked to leave the meeting while the item in question is being discussed, but may be asked to withdraw if the Chair considers that their presence may unduly influence the outcome of a decision.
- Any declaration of conflict of interest made by a Trustee will be processed in line with the Data Protection Act 2018 and the General Data Protection Regulation 2018.