

St. James' Church, Southbroom – Conflict of Interest Policy

St. James' Southbroom PCC is a Registered Charity, and, therefore, all PCC members are trustees of the charity. Members must accept ultimate responsibility for directing the affairs of their PCC, ensuring that it is solvent and well-run, and delivering its charitable outcomes. As a local church community, and as a PCC, we are stewards both of the mission of the church, and of the resources available to the church. Sound governance as an important part of its stewardship and, as a trustee, there is a legal duty to act in the best interests of the charity when making decisions. It is important that the charity has appropriate procedures in place to deal with Conflicts of Interest should they arise.

Definition A conflict of interest is where a trustee has a personal or other interest in a decision made by the charity e.g. if the trustee could benefit financially or otherwise; or if the trustee has a duty or loyalty to another organisation or person which competes with the duty to the charity.

The following procedure should be followed:

Identify a Conflict of Interest Trustees have a legal requirement to declare a conflict of interest immediately if there are personal or wider interests that could influence their decision making.

Prevent the Conflict of Interest from affecting a decision Once a conflict of interest is identified, prevent it from affecting the decision-making by:

- finding an alternative way forward which doesn't involve the conflict of interest (particularly if the issue is serious)
- taking appropriate steps to manage the conflict (if it's less serious), which will usually mean that the person affected doesn't take part in discussions about the issue and also abstains from the voting.

Recording a conflict of interest Keep a written record of the conflict of interest and how it was dealt with it in the minutes of the meetings. Explain:

- what sort of conflict of interest it was
- which trustee or trustees were affected
- if any conflicts of interest were declared in advance
- an outline of the discussion
- if anyone withdrew from the discussion
- how the decision was made in your charity's best interests

For further guidance see "Conflicts of Interest: A Guide for Charity Trustees" Charity Commission 2014 (https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/343408/CC29-_PDF.pdf)

Signed : _____

For and on behalf of the PCC St James' Southbroom

Date : _____

Date of next review : _____