

BNPOLO02 - Conflict of Interest Policy

All staff, volunteers, and Trustees of Bradford North District Scout Council will strive to avoid any conflict of interest between the interests of the charity 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 purposes of this policy is to protect the integrity of the charities decision-making process, to enable stakeholders to have confidence in the charities integrity, and to protect the integrity and reputation of volunteers, staff and trustees.

Examples of conflicts of interest include:

1. A trustee/volunteer or staff member who is related¹ to a member of staff and there is decision to be taken on staff pay and/or conditions at a committee meeting.
2. A trustee/volunteer or staff member who is also on the committee of another organisation that is competing for the same funding.
3. A trustee/volunteer or staff member who has shares in a business that may be awarded a contract to do paid work or provide services for the charity.
4. A trustee/volunteer or staff member who related to or friends with a staff member or owner of a business that may be awarded a contract to do paid work or provide services for the charity.
5. A trustee / volunteer / staff member who may be paid to provide services for the charity.

Upon appointment each trustee/volunteers/staff 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.

During meetings or activities, trustees/volunteers/staff will disclose any interests in a transaction or decision where there may be a conflict between the charity's best interests and the trustee/volunteer/staff best interests or a conflict between the best interests of two organisations that the trustee/volunteer/staff is involved with. If in doubt the potential conflict must be declared anyway, and clarification sought.

In the case of a conflict of interests arising for a trustee/volunteer/staff because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the memorandum or the articles, the unconflicted trustees may authorise such a conflict of interests where the following conditions apply:

¹ A relative may be a child, parent, grandchild, grandparent, brother, sister, spouse or civil partner of the trustee/volunteer/staff or any person living with the trustee/volunteer/staff as his or her partner'

1. the trustee who has declared the conflict of interest withdraws from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person.
2. the trustee who has the conflict of interest does not vote on any such matter and is not to be counted when considering whether a quorum of trustees is present at the meeting;
3. the other trustees who have no conflict of interest in this matter consider it is in the interests of the charity to authorise the conflict of interest in the circumstances applying.
4. Any such disclosure and the subsequent actions taken will be noted in the minutes.

For all other potential conflicts of interest the advice of the Charity Commission will be sought and the advice recorded in the minutes. All steps taken to follow the advice will be recorded.

This policy is meant to supplement good judgment, and staff, volunteers and trustees should respect its spirit as well as its wording.

Register of Members' Interests

Declaration of Interest

Person or organization	Nature of relationship and/or nature of conflict of interest

Name

Position: District Trustee

Signed

Date

NB: Complete one form for each member of the trustees and file with the minutes.