



Lincolnshire Parent Carer Forum

Registered Charity No: 1141060

Conflict of Interest (COI) Policy

This policy applies to the Charity's Trustees in accordance with Charity Commission Guidance (CC29).

Conflict of Interest Principles

It is a key responsibility of Trustees to make decisions in the best interests of the Charity, its aims and Constitution, irrespective of their personal situation, relationships, associations, loyalties etc.

Where a Trustee's decision making is, or may be, impaired or influenced by their personal situation, loyalties, associations or relationships then they should consider declaring a "Conflict of Interest". This is especially relevant if the Trustee is related to a person, organisation or business may benefit financially or otherwise as a result of a Trustee decision.

Good practice in dealing with COI will help protect both the Charity and the individuals involved from any appearance of impropriety.

Poor practice and a lack of COI guidance may:-

- Inhibit free discussion
- Result in decisions or actions that are not in the interests of the Charity
- Risk the impression that the Charity has acted improperly
- Result in decisions being revoked

What may constitute a COI?

A COI may arise if a Trustee has a relationship, loyalty or business /finance interest in relation to:

- Trustees' financial decisions
- Trustees or Volunteers recruitment and selection
- Contractors for services selection
- Payments to Trustees other than expenses
- Receipt of gifts, payments or favours which may influence decisions

Trustees facing a potential Conflict of Interest

If a Trustee is unsure whether or when to declare a COI they should err on the side of caution and make a declaration at the earliest possible opportunity for other Trustees to be aware of.

Any queries should be addressed to one of the Trustees (preferably the Chair or an Officer).

The agenda for each Trustee meeting should provide an opportunity for Trustees to declare or remove an interest, and note gifts, favours and hospitality which could be seen to give rise to a COI.

Such declarations will be recorded in the COI register held by the Secretary who will keep an up to date record of COI's declared.

The meeting will decide what action should be taken should a COI arise and be relevant to any relevant meeting decisions.

Any Trustee who has a COI in a matter under discussion will withdraw from the room, unless they are given dispensation to speak granted by the Trustees, before retiring during voting.

Trustees with a COI relating to a matter of Charity business shall not be entitled to vote on that item of business and must retire from the meeting during voting.

N.B. no other Trustee business shall be conducted other than that relating to the conflicted matter in the conflicted Trustee's absence.

Should a Trustee or Volunteer recognise a COI at an internal/external meeting they should declare it to the meeting at the earliest opportunity and follow the directions of those present at the meeting and the Charity's COI principles/practices above. This COI declaration should be recorded in the meeting feedback when provided.

Trustees and Volunteers may participate in discussions from which they may indirectly benefit, for example, where the benefits are universal to all users or a specific group.

Revised and agreed by Trustees' meeting

Dated

26 Sept 2017

Related Documents/Records

Charity Commission Guidance document CC29

Constitution