

Title:	Trustee Conflicts of Interest Policy
Version	V2.0
Date Last Updated	May 2024
Date Approved by Management Committee:	Jan 2025
Review Date	Jan 2026

Purpose

The purpose of this policy is to provide guidance to relevant individuals who are involved with managing the Balsall Common Village Hall (BCVH) and its associated activities, to ensure that all such individuals act in the best interests of the charity and its beneficiaries. The Policy covers both conflict of Interest and conflict of loyalty. The Village Hall Committee and Trustees are responsible for communicating the Conflict of Interest Policy to all relevant individuals.

Scope

This policy covers all activities associated with BCVH. The individuals falling within scope of this policy include Trustees, Committee Members, Volunteers and self-employed staff, if applicable. This policy particularly applies to Trustees and Committee members or volunteers who are involved with the work of awarding contracts or payments to organisations or individuals providing services to BCVH.

Definition (as per Charities Act 2011)

Conflicts of interest usually arise where either:

- There is a potential financial or measurable benefit directly to a trustee, or indirectly through a connected person
- A trustee's duty to the charity may compete with a duty or loyalty they owe to another organisation or person

Application

If a trustee (or a person connected to a trustee) stands to benefit directly or indirectly from a decision, the conflicted trustee(s) should withdraw from the discussion and decision-making process. If the non-conflicted trustees can demonstrate that a conflict of loyalty involves no material benefit and poses a low risk to decision making in the best interests of the charity, they may permit the affected trustee to participate partially or in the decision making process.

Connected person: in broad terms this means family, relatives or business partners of a trustee, as well as businesses in which a trustee has an interest through ownership or influence. The term includes a trustee's spouse or unmarried or civil partner, children, siblings, grandchildren and grandparents, as well as businesses where a trustee or family member holds at least one-fifth of the shareholding or voting rights.

Deciding that a conflict of interest or Loyalty is low risk, and that the affected trustee can participate in the decision, is a judgement for the trustees. It is not possible to give a definitive view of when this is appropriate. It depends on the particular decision and relevant circumstances. The trustees should take all relevant factors into account and be ready to explain their approach if asked.

Register of Interests

A register of any Trustee Interests will be maintained and reviewed regularly by the Trustees. All individuals associated with BCVH management or activities have a responsibility to declare any interest to The Board of Trustees. The ultimate responsibility for the management of potential and actual conflicts of interest rests with the trustees.

If an individual's actions have been identified as a conflict of interest, then the Board of Trustees will take appropriate action which, after due consultation with the individual involved, can include exclusion from certain activities and if appropriate resignation.

Further information can be found on Gov.uk at this link: [Conflicts of Interest: a Guide for Charity Trustees](https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees).