



Conflict of Interest Policy

The guidelines on managing conflict of interest will be followed at all times, as will the guidance issues by the Charity Commission listed at the end of this policy.

Conflicts of Interest

The Trustees will make decisions based only on what's best for Axminster Hospital League of Friends. We do not allow personal interests, or the interests of people or organisations connected to Trustees, to influence these decisions.

There are 2 common types of conflict of interest:

- **Financial conflicts** - when a Trustee, or person or organisation connected to them, could get money or something else of value from a Trustee decision. This does not include the payment of expenses.
- **Loyalty conflicts** - other reasons, a Trustees might not be able to make decisions that are best for the charity.

Generally, a potential conflict of interest will occur when a Trustee has a connection to another organisation or person that we have a financial, or other working arrangement with, either as:

- Family – his or her partner, child etc or:
- Organisation – as a Trustee, board member, member of staff or similar.
- Trustees who have a close personal or working relationship that may be a conflict of interest should declare this.

Meetings

The chairman will remind Trustees at the start of each meeting that any interests must be declared. A record of any professional or personal interest that may make it difficult for a Trustee to fulfil their duties impartially, or may create an appearance of impropriety, with any item on the agenda for that meeting is to be noted in the minutes of the meeting. Specifically:

- If a Trustee is in any way, directly or indirectly, interested in a proposed transaction or arrangement with the organisation, s/he must declare the nature and extent of that interest to the other Trustees.
- If a declaration of interest proves to be or becomes inaccurate or incomplete, a further declaration must be made.
- Any required declaration of interest must be made before the organisation enters into the transaction or arrangement.
- If a Trustee states a conflict of interest s/he will normally be requested to leave the meeting while the relevant agenda item is discussed.

Potential Conflicts of Interest

A charity may pay and offer other material benefits, to one or more of its Trustees to provide services to the charity, where the Trustee committee reasonably believes it to be in the charity's best interests to do so. The services in question must be ones which the charity Trustee provides in addition to carrying out normal Trustee duties. Any such proposal would be treated on a case for case basis and would only be approved subject to compliance with the governing document and Charity Commission guidance.

Where an individual is not part of the decision making process, there is no direct conflict of interest. However, where he/she has a relationship with the organisation, or individual Trustee the perception could arise that the Trustees haven't acted in the organisation's best interests, because of this.

Managing Conflicts of Interest

To manage these issues, the Trustees Committee will ask themselves the following questions:

- Is this the best use we might make of our limited resources?
- If so, might anyone else be able to provide this service?
- If there are others, in terms of cost, quality, availability etc, who would be the best provider?

Recording Decisions

Conflicts of interest will be recorded in the minutes, together with the key points and decision(s) made, in sufficient detail to enable a reader to understand the issue and the basis on which the decision was made.

Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Board	Sept 24	Initial draft approved	Annually

Regulatory Guidance

Charity Commission:

- [Conflicts of interest: a guide for trustees.](#)
- [Payment to trustees](#)
- [Selling/leasing to someone connected with the charity](#)
- [Trustee disqualification](#)
- [Examples of personal benefit](#)