

CAPEL COMMUNITY ASSOCIATION - CONFLICT OF INTEREST POLICY

Since all who are involved in Capel Community Association (CCA) are engaged in the community and care for its well-being, it is likely that there will on occasion be conflicts of interest that arise in the course of our service to the Trust.

Managing these is part of our responsibility and evidence not of some problem or wrongdoing - but rather a sign of help serves in various capacities in the community. The Charity Commission expects these tensions to arise as a normal matter of charitable work and gives straightforward ways to manage them.

All trustees, staff, and committee members of the CCA will strive to avoid any conflict of interest between the interests of the trust 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 purpose of this policy is to protect the integrity of the trusts decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect our integrity and reputation.

Examples of conflicts of interest include a committee member, staff member or trustee who:

- Is also a user who must decide whether fees from users should be increased.
- Is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
- Is also on the committee of another organisation that is competing for the same funding or is involved in promoting projects that would impact the CCA.
- Has shares in a business that may be awarded a contract to do work or provide services for the organisation.

Upon appointment each committee member, staff member or trustee 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 must be updated if matters change.

During meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between the CCA's best interests and the committee members best interests or a conflict between the best interests of two organisations that the committee members is involved with.

Individuals who are Contractors, Consultants or other Service Providers will be required to declare any conflicts of interest at the time as entering into their contract.

After disclosure, any person with a conflict of interest or a perceived conflict of interest will be asked to leave the room for the discussion and will not be able to take part in the decision.

Any such disclosure and the subsequent actions taken will be noted in the minutes and is required to be included in annual reports to the Charity Commission.

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

Policy Adopted Oct 2023