




Foreland fields Charity

Conflict of Interest Policy

Date of Last Review	6th May 2025
Review Cycle	Three Years
Date (Month / Year) of Next Review	6th May 2028
Date Policy was Ratified by CIC	6th May 2025
Named Lead for Writing/Review	Jeremy Edwards
Category of the Policy	General
Signed – Chair 	6th May 2025

Introduction

The guidelines on managing conflict of interest are contained in our governing document and will be followed at all times.

Conflicts of Interest

The Board will make decisions based only on what's best for the Charity. We do not allow personal interests, or the interests of people or organisations connected to board members, 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 board member might not be able to make decisions that are best for the trustee.

Generally, a potential conflict of interest will occur when a board member 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

Related Parties

We have a close working relationship with Foreland Fields School and the Hive CIC and shared values. However, they are both a independent entites and contractual partners.

It is important that we are not only demonstrably independent of them, but also seen to be. Consequently, trustees who have a close personal or working relationship with the school/CIC or an individual employed by them, should declare this, as a conflict of interest.

This applies to any other organisations with whom we have a contractual relationship.

Meetings

Conflicts of Interest is a standing item on all board and committee agendas; the chair 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 day's 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
- A declaration is not required in relation to an interest of which the trustee is not aware or where the trustee is not aware of the transaction or arrangement in question. For this purpose a trustee is treated as being aware of matters of which s/he ought reasonably to be aware.

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 potential conflicts of interest should be raised and discussed at board level. Any potential services provided by organisations or companies related to trustees' must be declared and discussed, with alternative providers found and compared with rigor (see below). The board should only accept working with said organisations/companies if this is seen as best value and is in the charities' interests.

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 Board 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.

Version Control - Approval and Review

Version No.	Approved by	Approval Date	Main Change	Review Period
1.0	Andy Bull	6 th May 2025	Initial policy approved	Three Years