



The Arc Community Hub

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The Arc Community Hub

Operated by Grange Park Centre Charity

Conflicts of Interest Policy

Reviews

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed
on (date):

06/02/2020

Signed:

Name:

Helen Smith

Committee Member, The Arc Community Hub

Date of next review:

January 2021



The Arc Conflicts of Interest Policy

All staff, volunteers, and Trustees of Grange Park Centre Charity and The Arc Community Hub will strive to avoid any conflict between the interests of the charity 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 charity's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and Trustees. The Policy is in accordance with what the charity's Constitution document says about conflicts of interest – see reference below.

Examples of conflicts of interest include:

- A committee member who is also someone hiring the building, must decide whether hiring fees should be increased.
- A Trustee who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
- A member of staff who is also on the Board of another organisation that is competing as a room booking space locally.
- A Trustee who has shares in a business that may be awarded a contract to do work or provide services for the charity.

Conflicts may create problems, and can:

- inhibit free discussion;
- result in decisions or actions that are not in the interests of the charity; and
- risk the impression that the charity has acted improperly.

Trustees, committee members and staff have a personal responsibility to declare conflicts of interest if they are to fulfil their legal duty to act only in the best interests of the charity.

Upon appointment each person (Trustee, committee member and staff) will make a full, written disclosure of interests, including business and personal interests and those of their spouse, partner, family and close relatives that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

Trustees' interests will be recorded on the Register of Interests, which will be maintained by the Secretary. By law, Trustees have a duty to avoid conflicts of interest.

The information provided will be processed in accordance with data protection principles as set out in the DPA 2018. Data will be processed only to ensure that Trustees and all staff act in the best interest of the charity. The information provided will not be used for any other purpose.



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

In every meeting, the agenda will start with apologies, a request for any amendments required to the register of interests and a highlighting of any potential conflicts of interest based on that meeting's agenda items.

After disclosure of a conflict of interest regarding a particular discussion or decision, that person may be asked to leave the room for the discussion, and will not be able to take part in the decision or vote related to that conflict.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

Although members of staff do not have any decision-making powers at Board or Committee meetings, it is recognised that there may be instances where they have a conflict of interest with regards to the matters under discussion. Where this is the case, the staff member should raise the matter with the Chair at the start of the meeting, or as soon as is practically possible, following which the Board or Committee will take a decision on whether the conflict would necessitate the individual withdrawing from the discussion.

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

This policy will be reviewed and updated annually, or more often when required. It will be published on the Arc Community Hub website. A copy of the interest register can be requested by emailing help@thearccommunityhub.org.uk

Reference: Extract from Constitution

7. Conflicts of interest and conflicts of loyalty. A charity trustee must: (1) declare the nature and extent of any interest, direct or indirect, which he or she has in a proposed transaction or arrangement with the CIO or in any transaction or arrangement entered into by the CIO which has not previously been declared; and (2) absent himself or herself from any discussions of the charity trustees in which it is possible that a conflict of interest will arise between his or her duty to act solely in the interests of the CIO and any personal interest (including but not limited to any financial interest). Any charity trustee absenting himself or herself from any discussions in accordance with this clause must not vote or be counted as part of the quorum in any decision of the charity trustees on the matter.