



Registered charity no. 240660

Old Windsor United Charities

Conflict of Interest Policy

The trustees of Old Windsor United Charities have a legal obligation to act in the best interests of the charity and in accordance with its governing documents.

A conflict of interest is any situation in which a trustee's personal interests or loyalties could be seen to prevent the trustee from making a decision only in the best interests of the charity. The perception that there is a conflict of interest can damage the charity's reputation. Trustees must be prepared to respond appropriately to any suggested conflict of interest, whether accurate or not, in order to protect the reputation of the charity. They must ensure that potential conflicts of interest are identified and addressed effectively. All decisions affecting the charity must be transparent and recorded to show that they have been made in the best interests of the charity.

Conflicts are likely to arise if:

- there is a potential financial or other measurable benefit directly to a trustee, staff member or volunteer or indirectly through a connected person
- a trustee, staff member or volunteer's duty to the charity may conflict with a duty or loyalty they owe to another organisation or person.

A trustee, staff member or volunteer's loyalty to the charity could conflict with his or her loyalty to:

- the body that appointed them to the charity
- the membership or section of the charity that appointed them to trusteeship
- another organisation, such as their employer
- another charity of which they are a trustee
- a member of their family
- another connected person or organisation
- their religious, political or personal views.

Conflicts of Interest Policy

This policy applies to all trustees, staff and volunteers.

1 Declaration of interests

- 1.1 The trustees, staff members or volunteers of Old Windsor United Charities will declare their interests and any gifts or hospitality offered and received in connection with their role in Old Windsor United Charities. A form is provided in the **Appendix**.

- 1.2 The declaration of interests will be reviewed and updated annually if any material changes occur.
- 1.3 The trustees, staff members or volunteers will err on the side of caution when deciding whether to declare an interest.
- 1.4 The register of interest shall be used to record all gifts of a value over £1 and hospitality over £1.
- 1.5 The Clerk to the Trustees will be responsible for maintaining the register of interests.

2 Retention and storage of personal data

All personal data collected as part of this policy will be stored securely at all times, in accordance with Old Windsor United Charities data protection policy.

3 Declaration of conflict of interest

- 3.1 If a trustee, staff member or volunteer believes they have a conflict of interest they will:
 - Declare the interest at the earliest opportunity
 - Withdraw from discussions and decisions
- 3.2 The Clerk to the Trustees will take care to ensure that minutes or other documents relating to the item presenting a conflict are removed for the person facing the conflict.
- 3.3 If the board of trustees has to make a decision as to whether a trustee, staff member or volunteer has a conflict of interest the affected person will be excluded from the discussion. Remaining trustees will consider the issue and make an appropriate decision.
- 3.4 All decisions about a conflict of interest will be recorded by the Clerk to the Trustees and reported in the minutes of the meeting. The report will record:
 - the nature and extent of the conflict
 - an outline of the discussion
 - the actions taken to manage the conflict
- 3.5 Details of any significant benefits or payments to trustees and connected persons, including the reasons for them, will be disclosed in the charity’s annual accounts.

4 This policy has been approved for issue by the board of trustees of Old Windsor United Charities

Signature.....

Name.....

Date.....

Appendix

Charity declaration of interests form

I, _____, a trustee of Old Windsor United Charities have set out below my interests in accordance with the organisation’s conflicts of interest policy.

| Category | Please give details of the interest and whether it applies to you or, where appropriate, a member of your immediate family, connected persons or some other close personal connection |
|--|--|
| Current employment and any previous employment in which you continue to have a financial interest. | |
| Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals etc. | |
| Membership of any professional bodies, special interest groups or mutual support organisations | |
| Gifts or hospitality offered to you by external bodies in the last 12 months | |
| Any contractual relationship with the charity or its subsidiary. | |
| Any conflicts not covered by above | |

Signature:.....

Name:.....

Date:.....