

All Saints' Church, Berkhamsted

Conflict of Interest Policy

1. Purpose and general policy

1.1 The purpose of this conflict of interest policy is to:

- Protect the integrity of the church's decision-making process;
- Provide a level of confidence to external parties and other stakeholders;
- Protect the integrity and reputation of volunteers, staff and trustees.

1.2 A conflict of interest arises where there is a possibility that a trustee's personal or wider interests could influence the church's decision-making process.

1.3 Recognising that conflicts of interest, whether real or perceived, can be damaging to the church our policy is:

- To, wherever possible, avoid situations where a conflict might arise;
- Where conflicts of interest do arise, to ensure that these are fully disclosed and suitably managed so that they do not in any way influence the decision-making process of the church;

1.4 In constructing this policy, the trustees have paid due consideration to the Charity Commission guidance 'Manage a conflict of interest in your charity'.

1.5 All trustees are recommended to read this guidance.

2. Managing conflicts of interest

Complaints may be addressed to any trustee or member of the leadership team either orally or in writing.

2.1 Where a trustee recognises that they have a conflict of interest, they must declare it immediately. Some examples of conflicts of interest include an individual:

- Who is also on the committee of another charity that is competing for the same funding.
- Who is related to a staff member when there is a discussion on staff pay or conditions;
- Who is related to a person that is being considered for a gift or grant;
- Who works for another charity which is being considered as a recipient of a grant;
- Who has interests in a commercial business which is under consideration to carry out work or to provide services for the church.

2.2 Once an individual declares a conflict of interest, they can take no further part in any discussions related to that matter.

2.3 At the request of any other trustee the conflicted individual can be asked to leave the meeting whilst the conflicted matter is under discussion.

2.4 A conflicted trustee cannot vote or be included when considering whether there is an appropriate quorum of trustees, and cannot seek to influence other trustees.

2.5 Where a conflict of interest has been disclosed, the disclosure itself, and any subsequent actions taken, should be fully recorded in the minutes of the trustees' meetings.

3. Adoption of this policy

3.1 The trustees of All Saints' Church, Berkhamsted formally accepted this policy at the Church Council meeting held on 31 January 2024.