
Conflict of Interest Policy

Municipal and Owen Carter Almshouse

Bree Norton-Smith - 19 September 2023

The trustees of the Municipal and Owen Carter Almshouse (MOC) 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, or 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 measurable benefit directly to a trustee, or indirectly through a connected person
- a trustee's duty to the charity may conflict with a duty or loyalty they owe to another organisation or person.

A trustee'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
- religious, political or personal views.

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This policy applies to all trustees, staff and volunteers.

1 Declaration of Interests

- 1.1 The trustees of Municipal and Owen Carter will declare their interests and any gifts or hospitality offered and received in connection with their role in MOC.
- 1.2 The declaration of interests will be updated annually, as well as when any material changes occur.
- 1.3 Trustees 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 £50 and hospitality over £50
- 1.5 Bree Norton-Smith 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 the Municipal and Owen Carter data protection policy.

3 Declaration of Conflict of Interest

- 3.1 If a trustee believes they have a conflict of interest they will:
 - Declare the interest at the earliest opportunity
 - Withdraw from discussions and decisions
- 3.2 The MCO 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 has a conflict of interest the affected trustee will be excluded from the discussion. Remaining board members will consider the issue and make an appropriate decision.
- 3.4 All decisions about a conflict of interest will be recorded by either the Clerk or Chairperson of MOC 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 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 the
Municipal and Owen Carter Almshouse**

Signature.....

Name.....

Date.....

5 Review date:

