

# **Friends of Evington Conflict of Interest Policy**

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## **1. Introduction**

1.1 This policy sets out how Friends of Evington will fulfil its statutory duties and responsibilities effectively, both within its own organisation, and for the affiliated groups and members that help with Friends of Evington's charitable vision and objectives.

1.2 Friends of Evington's constitution is available to view on-line at [www.evingtonecho.uk](http://www.evingtonecho.uk) or by requesting a copy. We summarise our charitable objects (aims) within our vision as follows:

1.3 Vision: Friends of Evington seeks to inspire a healthy community in Evington through bringing environmental and educational projects to life, providing solutions that benefit local people and protect the planet.

1.4 This policy also sets out how Friends of Evington will fulfil its statutory duties and responsibilities effectively, both within its own organisation, and for the affiliated groups and members that help with Friends of Evington's charitable vision and objectives.

## **2. Purpose of the Policy**

The purpose of this policy is to help trustees to be able to identify conflicts of interest and to act appropriately where a conflict of interest does arise.

## **3. What is a conflict of Interest?**

When a trustee's loyalty or duty to another person or organisation prevents the trustee from making a decision only in the best interests of the charity.

## **4. What Friends of Evington's constitution says**

The constitution of Friends of Evington states in Section 9 that:

The property and funds of the Charity must be used only for promoting the objects (aims)

- and do not belong to the members or the Trustees.
- No Trustee may receive any payment of money or other material benefit, whether direct or indirect, from the Charity.

The Constitution lists exceptions to the statement above, as trustees are allowed to be reimbursed for out-of-pocket expenses and for liabilities properly incurred in running the Charity.

- A Trustee may not be an employee of the Charity, but a Trustee or connected person may enter into a contract with the Charity to supply goods or services in return for a payment or other material benefit. (This clause requires the trustees to agree with correct procedures that the goods or services are required and other checks, as listed in the constitution.)
- Whenever a Trustee has a personal interest in a matter to be discussed at a meeting of the Trustee or a committee, he or she must declare an interest before the meeting or at the meeting before discussion begins.
- He or she must be absent from that part of the meeting unless expressly invited to remain, in order to provide information. He or she must not be counted in the quorum for that part of the meeting and be absent during the vote and have no vote on the matter.

## 5. Register of Interest

The trustees will keep a written register of interests document, with the following headings:

- Name of Trustee
- Description of interest or loyalty
- Does the loyalty affect the trustee, or a person connected to the trustee
- Is the interest current?
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This form should be updated regularly and at least annually.

## 6. Identifying Conflicts of Interest

- **Conflict of Loyalty or Duty:** Loyalty or duty to another person or organisation could prevent the Trustee from making a decision only in the best interests of the charity.
- **Trustee Benefit:** Money, goods or services with a monetary value are received by a Trustee directly or indirectly (Not out-of-pocket expenses).

(A list of examples can be downloaded from the Charity Commission website by searching for 'Conflict of Interest examples for a charity')

## 7. How this policy will be monitored and enforced

- This policy will be widely communicated by all trustees and associated parties, as essential reading for all trustees and nominated trustees.

- The policy will be available to view on the Friends of Evington website.
- All members will be informed of the terms they need to search for, which are Conflicts of Interest, as part of a guide for charity trustees.
- This document supports the values of the Friends of Evington's Code of Conduct statement and other policies that trustees are obliged to follow.

## **8. Monitoring and Review**

Friends of Evington will monitor and evaluate the information that is appropriately collected in relation to conflicts of interest, and will make periodic reports to the Trustee Board, making recommendations for improvements and changes to the Friends of Evington's activities and communications.