

HADLOW DOWN VILLAGE HALL

Registered Charity no. 305236

Conflicts of Interest Policy

A conflict of interest arises when the best interests of an individual committee member are, or could be, different from the best interests of the charity itself. This may be something that affects the committee member directly, or indirectly through a family member or friend or business partner.

Conflicts of interest can be financial or can relate to benefits in kind, for example where there is a conflicting requirement for use of the hall or any of its facilities. No committee member should be seen to benefit from membership of the Committee by gaining preferential use of the hall or its facilities.

It is our policy to ensure decisions and decision-making processes are, and are seen to be, free from personal bias and do not unfairly favour any individual connected with the Committee.

- Each Committee member should understand what constitutes a conflict of interest and that they have a responsibility to recognise and declare any conflicts that might arise for them.
- Any conflicts of interest arising should be documented together with the action taken to ensure that the conflict does not affect the Committee's decision making.

Procedure for Reporting and Dealing with Conflicts of Interest

When a committee member identifies that they have a potential conflict of interest they must:

- Declare it as soon as they become aware of it
- Ensure it is recorded in the appropriate minutes
- Not take part in any Committee discussions relating to the matter
- Not take part in any decision-making related to the matter
- Not be counted in the quorum for decision-making related to the matter

In the interests of frank and open discussion, a committee member affected by a conflict of interest may be asked leave the room while related discussion / decision making is taking place, at the discretion of the other committee members.

The minutes should state:

- The declared conflict of interest
- Whether the committee member left the room or remained in the room
- That the committee member took no part in discussion or decision making on the matter
- Any other actions taken to manage the conflict

If a committee member is unsure what to declare, they should err on the side of caution and discuss the matter with the Chair for confidential guidance.

Updated October 2022