

Glendaruel Village Hall Conflict of Interests Policy

This policy applies to the whole committee of Glendaruel Village Hall

Why we have a policy

The committee have a legal obligation to act in the best interests of Glendaruel Village Hall (GVH) and to avoid situations where there may be a potential conflict of interest.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of GVH. Such conflicts may create problems; they can:

- inhibit free discussion,
- result in decisions or actions that are not in the interests of GVH,
- risk the impression that GVH has acted improperly.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

The declaration of interests

Accordingly, we are asking the committee to declare their interests, and any gifts or hospitality offered and received in connection with their role in GVH. A declaration of interests form is provided for this purpose, listing the types of interest you should declare.

To be effective, the declaration of interests needs to be updated at least annually, and when any material changes occur. There may be occasions when you suddenly realise that you have a conflict, even if tenuous, and in these circumstances it is incumbent that you immediately declare a conflict and if necessary withdraw from discussion and decision making.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the Chair for confidential guidance.

Recording gifts

The register of interests shall be used to record all gifts and hospitality received by the Committee. The information recorded should include its estimated value, the date on which it was received, who it was given by and the reason for the gift.

General guidelines on gifts -

- Gifts and hospitality should never be solicited.
- Gifts and hospitality with nominal value of up to £20 can be accepted but only if the
- gifts are not given or received with an expectation that there is an obligation owed as a result of the gift.
- If a gift is received that exceeds the nominal value, the gift should either be returned to the sender, the market price should be paid or the gift should be donated to the organisation directly or to another charitable organisation.
- Gifts and hospitality intended to influence organisational decision making should NEVER be accepted.
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Interests and gifts will be recorded on the charity's register of interests, which will be maintained by the Secretary.

General data protection regulations

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 2018. Data will be processed only to ensure that the Committee act in the best interests of GVH. The information provided will not be used for any other purpose.

What to do if you face a conflict of interest

If you believe you have a perceived or real conflict of interest you should:

- a) declare the interest at the earliest opportunity
- b) withdraw from discussions and decisions relating to the conflict.

The Secretary should take special care to ensure that minutes or other documents relating to the item presenting a conflict are appropriately redacted for the person facing the conflict. A balance needs to be made to ensure that the person still receives sufficient information about the activities of the charity generally without disclosing such sensitive information that could place the individual in an untenable position.

The secretary will Record:

- What the conflict was
- Who or what it affected
- When it was declared
- How it was managed

And keep on file for the statutory time limit or whilst the project is ongoing, whichever is the longest time period.

If you fail to declare an interest that is known to any other member of the committee then they will declare that interest.

Decisions taken where a Committee member has an interest

In the event of the board having to decide upon a question in which a member of the committee has an interest, all decisions will be made by vote, with a simple majority required.

A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested committee members may not vote on matters affecting their own interests.

All decisions under a conflict of interest will be recorded by the Secretary 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.

Where a Committee member benefits from the decision, this will be reported in the annual report and accounts in accordance with current Charities Law.

All payments or benefits in kind to Committee members will be reported in the charity's accounts and annual report, with amounts for each Committee member listed for the year.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.

Managing contracts

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.

This policy was Recorded October 2023