



North Stoneham Community Group

Conflict of Interest

March 2023

North Stoneham Community Group Conflict of Interest

Trustees have a legal and moral obligation to act in the best interests of NSCG, and in accordance with NSCG governing policies/documents, and to avoid situations where there may be a potential conflict of interest.

Conflicts of interest may arise where an individual's personal or family interests and/or loyalties conflict with those of NSCG. Such conflict may create problems that:

- Inhibit free discussion;
- Result in decisions or actions that are not in the interests of NSCG;
or
- Risk the impression that NSCG has acted improperly.

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

The declaration of interests

Accordingly, Trustees must declare their interests, and any gifts or hospitality offered and received in connection with their role in NSCG. A declaration of interests' form is provided for this purpose, listing the types of interest you should declare. A record of gifts/hospitality will be kept on the shared drive.

To be effective, the declaration of interest needs to be updated at least annually, and when any material changes occur.

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 of Trustees for confidential guidance.

This register shall be used to record all gifts of a value over £20 and hospitality over £50 received by the Trustees.

Interests and gifts will be recorded on the NSCG register of interests, which will be maintained by the Chair. The register will be accessible by Trustees and Members.

Data Protection

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 Trustees act in the best interests of NSCG. The information provided will not be used for any other purpose.

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What to do if you face a conflict of interest

If you believe you have an actual conflict of interest, potential conflict of interest or perceived conflict of interest you should:

- Declare the interest at the earliest opportunity
- Withdraw from discussions and decisions relating to the conflict

The minutes taker 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 group generally without disclosing such sensitive information that could place the individual in an untenable position.

If you fail to declare an interest that is known to NSCG and/or the Chair, the Chair will declare that interest.

Decisions taken where a Trustee has an interest

In the event of the board having to decide upon a question in which a Trustee 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 board members may not vote on matters affecting their own interests.

All decisions under a conflict of interest will be recorded by the Minutes 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; and
- The actions taken to manage the conflict.

All payments or benefits in kind to Trustees will be reported in the accounts and annual report, with amounts for each Trustee listed for the year in question.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures (for example One Community).

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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.

What to do if you become aware of a conflict of interest not declared by another Trustee

Trustees are encouraged to be proactive in identification of conflicts of interest or loyalty in themselves or in others. If you believe another Trustee has a conflict of interest which has not been declared, that conflict should be raised with the Chair of Trustees.

Dated: March 2023

NSCG Trustee declaration of interests form

I _____ as trustee of NSCG have set out my interests in accordance with the NSCG conflicts of interest policy.

CATEGORY	Please give details of the interest and whether it applies to yourself or, where appropriate a member of your immediate family, connected persons or some other close personal connection
Current employment and any previous employment in which you continue to have a financial interest	
Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals etc.	
Memberships of any professional bodies, special interest groups or mutual support organisations	
Investments in unlisted companies, partnerships and other forms of business, major shareholdings and beneficial interests (more than 1%)	
Gifts or hospitality offered to you by external bodies and whether these	

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were declined or accepted in the last 12 months	
Do you use, or care for a user of the organisation's services?	
Any other conflicts that are not covered by the above.	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

I understand that the information provided will be held in accordance with NSCG privacy policy.

Signed:

Position: Date: