

The James Foundation

Declaration of interest Policy

The guidelines on managing conflict of interest are contained in our governing document and will be followed at all times, as will the guidance issues by the Commission listed at the end of this policy.

Conflicts of interest

The board will make decisions based only on what's best for the Charity. We do not allow personal interests, or the interests of people or organisations connected to board members, to influence their decisions.

There are 2 common types of conflict of interest.

- **Financial conflicts** - when a Trustee, or person or organisation connected to them, could get money or something else of value from a Trustee decision. This does not include the payment of expenses.
- **Loyalty conflicts** - other reasons, a board member might not be able to make decisions that are best for the charity.

Generally, a potential conflict of interest will occur when a board member has a connection to another organisation or person that we have a financial, or other working arrangement with, either as;

- **Family** - his or her partner, child etc or
- **Organisation** - as a Trustee, board member, member of staff or similar.

Meetings

Conflicts of interest is a standing item on all board and committee agendas; the chair will remind Trustees at the start of each meeting that any interests must be declared.

A record of any professional or personal interest that may make it difficult for a Trustee to fulfil their duties impartially, or may create a appearance of impropriety, with any on the agenda for that day's meeting to be noted in the minutes of the meeting, specifically;

- If a Trustee/board member is in anyway, directly or indirectly, interested in a proposed transaction or arrangement with the organisation, s/he must state the nature and the extent of that interest to the other Trustees.
- If a declaration proves to be or becomes inaccurate or incomplete, a further declaration must be made
- Any required declaration of interest must be made before the organisation enters into transaction or arrangement.
- A declaration is not required in relation to an interest of which the Trustee is not aware of the transaction or arrangement in question. For this purpose a Trustee is treated as being aware of matters of which s/he ought reasonably be aware.

If a Trustee states a conflict of interest s/he will normally be requested to leave the meeting while the relevant item is discussed.

Potential Conflicts of Interest

The Charity may pay and offer other material benefits, to one or more of its Trustees to provide services to the charity, where the Trustee board reasonably believes it to be in the charity's best interests to do so. The services in question must be ones which the charity Trustee provides in addition to carrying out normal Trustee duties. Any such proposal would be treated on a case for

case basis and would only be approved subject to compliance with the governing document and charity commission guidance.

Where an individual is not part of the decision making process, there is no direct of conflict of interest. However were s/he has a relationship with the organisation, or individual Trustee, the perception could arise that the Trustees haven't acted in the charity best interests, because if this.

Managing Conflicts of Interests

To manage these issues, the Trustees will ask themselves the following questions;

- Is this the best use we might make of our limited resources?
- If so, might anyone else be able to provide this service?
- If there are others, in terms of cost, quality, availability etc, who would be the best provider?

Recording decisions

Conflicts of Interest will be recorded in the minutes, together with they point and decision(s) made, in sufficient detail to enable a reader to understand the issue and the basis of which the decisions was made.

Version control - Approval and review

Version No	Approved By	Approval Date	Main changes	Review Period
1.0	Trustees	April 2024	Initial draft approved	Annually
1.1	Trustees	April 2026	No changes made	Annually

Regulatory guidance

Charity Commission

- [Conflicts of interest: a guide for Trustees](#)
- [Payment to Trustees](#)
- [Selling/Leasing to someone connected with the charity](#)
- [Trustee disqualification](#)
- [Examples of personal benefit](#)