

Moseley & Kings Heath Shed

(Charity No 1161505)

Conflict of Interest Policy

1. INTRODUCTION

1.1 Responsibilities of Trustees

A member of a Management Committee is a charity trustee and as such has a duty to act in the best interests of the charity. A trustee who does not follow this duty may be in breach of trust.

All trustees should be asked to sign a Conflict of Interest Declaration which states that they will declare any personal interest which might conflict with or be seen by others to affect their ability to perform their duties fairly and impartially.

1.2 Potential Conflicts of Interest for Trustees

Trustees may have a large range of interests in private, professional and public life which might cause conflicts of interest at times e.g. -

- Being related to or having a relationship with a member of Moseley and Kings Heath Shed.
- Being a member of another organisation with similar objectives or which is a purchaser of Moseley and Kings Heath Shed services.

1.3 Understanding and Dealing with Conflict of Interest

All known and potential conflicts of interest coming to the attention of a trustee or a member should be declared.

- Details must be recorded.
- Minutes should be kept of any meeting where a particular conflict of interest has been declared.
- The procedures identified below should be followed if potential conflicts of interest have been declared.

2 RELATIONSHIPS BETWEEN TRUSTEES

2.1 Bank mandates should not include the names of individuals who are related or are having a relationship, as signatories.

3. BEING A MEMBER OF ANOTHER ORGANISATION WITH SIMILAR OBJECTIVES OR WHICH IS A PURCHASER OF MOSELEY AND KINGS HEATH SHED SERVICES

3.1 A trustee must act in the best interests of Moseley and Kings Heath Shed (whilst attending Moseley and Kings Heath Shed meetings or meetings where attending as a Moseley and Kings Heath Shed representative) even if there is a conflict of interest with the other statutory or voluntary organisation of which he or she is a member or a member of staff. Any trustee who does not follow this duty may be in breach of trust.

3.2 A trustee must act in accordance with the Code of Conduct and declare any personal interest which might conflict with or be seen by others to affect their ability to perform their duties fairly and impartially.

3.3 A trustee shall withdraw from a meeting of trustees or of a sub-committee of the trustees where any resolution is to be made concerning a matter in which he or she has, directly or indirectly, an interest or duty which is material and which conflicts or may conflict with the interests of Moseley and Kings Heath Shed.

3.4 A trustee who is a member of another organisation(s) which has the potential for conflict of interest must not be part of the quorum in relation to a resolution at any meeting where discussions take place on matters of funding or any other matter which could result in the gaining of information which could be prejudicial to Moseley and Kings Heath Shed.

3.5 Where the Committee feels the individual trustee could unduly influence the outcome of a decision they may ask the said trustee to withdraw.

4. MANAGEMENT COMMITTEES/BOARDS OF DIRECTORS -CHAIR

4.1 A trustee who is elected chair at any meeting has a second or casting vote so she or he is in a particularly vulnerable situation if there is a potential conflict of interest. In addition to the procedures listed above the following procedure must apply:-

4.2 A Chair should not chair the part of the meeting where discussions take place on matters which concern his/her potential conflict of interest. In such a case the Chair should withdraw from the meeting.

4.3 The Vice-Chair or if she/he is not available or has a potential conflict of interest, the Secretary or if she/he is not available or has a potential conflict of interest, the Treasurer or if she/he is not available or has a potential conflict of interest, a member of the committee should chair that part of the meeting.

4.4 The acting Chair has the second casting vote.