

Wings To Fly : Conflicts of interest policy



A conflict of interest is defined as any situation in which a trustee's personal interests or loyalties could, or could be seen to, prevent them from making a decision only in the best interests of the charity.

Trustees have a personal responsibility to declare conflicts of interest if they are to fulfil their legal duty to act only in the best interests of the charity

W2F's governing document states that "A Trustee must absent his/herself from any discussions of the Trustees in which it is possible that a conflict will arise between his or her duty to act solely in the interests of the charity and any personal interest (including but not limited to any personal financial interest)."

- The Charity will maintain a register of interests of its trustees, including business and personal interests of the trustees
- Legal authority must be obtained before any transaction involving trustee benefit is undertaken
- Each trustee meeting will have a standard agenda item at the beginning of the meeting requiring trustees to declare any actual or potential conflicts of interest on any item on the agenda.
- An affected trustee will not participate in any decisions where they stand to gain, whether directly, or indirectly through a connected person. The affected trustee must absent his/herself from any part of any meeting where the issue is discussed or decided, and the individual should not vote or be counted in deciding whether a meeting is quorate
- Where there is a conflict of loyalty, trustees should carefully handle any participation by a conflicted trustee

This policy will be made available to all trustees, who are recommended to also read the Charity Commission publication: Conflicts of interest: a guide for charity trustees (CC29)

This policy will be reviewed every two years.