

Conflicts of Interest Policy

All trustees, staff and volunteers of The King's Church Wisbech (hereinafter referred to as 'the church') will seek to avoid any conflict of interest between the interests of the church on the one hand, and personal, professional, business or family interests on the other. This includes avoiding the perception of a conflict of interest as well as actual conflicts of interest. Family members for whom possible conflicts of interest should be considered include a spouse, child, parent, parents-in-law, grandchild, grandparent, brother, sister, brother-in-law or sister-in-law.

The purpose of this policy is to protect the integrity of the church's decision-making process, and to protect the integrity and reputation of trustees, staff and volunteers.

Examples of conflicts of interest include:

- A trustee who is employed by the church or given financial support by the church.
- A trustee who is related to a member of staff where there is decision to be taken on staff pay and/or conditions at a trustees' meeting.
- A trustee who is related to an individual who is being considered for possible financial support from the church.
- A trustee who is employed by or volunteers with another organisation that is being considered for possible financial support.
- A trustee who has shares in a business that may be awarded a contract to do work or provide services for the church or is a director, partner or employee or related to someone who is (where the term 'related' refers to any of the family relationships listed above).

Upon appointment each Trustee will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated annually or as appropriate.

In the course of meetings or activities, trustees will disclose any interests in a transaction or decision where there may be a conflict between the church's best interests and the trustee's best interests, or a conflict between the best interests of two organisations that the trustee is involved with. If in doubt the potential conflict must be declared anyway and clarification sought.

In the case of a decision involving a conflict of interest arising for a Trustee because of a duty of loyalty owed to another organisation or person and where such conflict is not acknowledged and authorised by virtue of any provision in the Trust Deed, the unconflicted trustees may authorise such a decision where the following conditions apply:

1. that the trustee who has declared the conflict of interest withdraws from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person.
2. that the trustee who has the conflict of interest does not vote on any such matter and is not to be counted when considering whether a quorum of trustees is present at the meeting.
3. that the other trustees who have no conflict of interest in this matter consider it is in the interests of the charity to authorise the decision in the circumstances applying.
4. that any such disclosure and the subsequent actions taken will be recorded in the minutes.

For any other potential conflicts of interest not covered in the provisions in (1) to (4) above, the advice of the Charity Commission will be sought and that advice recorded in the minutes. All steps taken to follow the advice will be recorded.

This policy is intended to supplement good judgment, and trustees, staff, and volunteers should respect its spirit as well as its wording.