



Conflicts of Interest Policy

All Saints' Church, Walsoken

Please refer to Document S&S_Doc_001 for all Safeguarding and Social requirements.

Specific Policy

This Safeguarding & Social (S&S) sub-policy controls conflicts of interest at church.

Introduction

This policy is primarily concerned with conflicts of interests in relation to the All Saints' Church, Walsoken PCC and their decision making. This includes avoiding the perception of a conflict of interest as well as an actual conflict of interest. Family members for whom possible conflicts of interest should be considered include a spouse, child, parent, grandchild, grandparent, brother, sister, brother-in-law or sister-in-law.

The purpose of this policy is to protect the Church's decision-making processes and the integrity of all involved. Our trustees have a legal duty to make decisions that are only in the best interest of All Saints' Church, Walsoken.

Identifying conflicts of interest

Conflicts of interests may arise where an individual's personal, family, organisation or business interests and/or loyalties conflict with those of All Saints' Church, Walsoken. Such conflicts may create problems as they can:

- 1) Inhibit free discussion.
- 2) Result in decisions or actions that are not in the best interests of our church
- 3) Risk the impression that our church has acted improperly.

Trustees also have a legal duty to avoid conflicts of interest

Managing conflicts of interest

Conflicts of interest may be inevitable. Therefore, it is necessary to act to prevent them from interfering with the ability to decide in the best interests of All Saints' Church, Walsoken. The Charities Commission recommends following a three-step approach (identify, prevent, record) so that Trustees (and others) can comply with their duty. The steps are.

- 1) Identify and declare conflicts of interest.
- 2) Prevent the conflict of interest.
- 3) Record a conflict of interest.

Reference Documents

Conflicts of interest guide for charity trustees (CC29)

Procedure

Identify and declare conflicts of interest

All PCC members are trustees and are required to declare any potential conflicts of interest before discussions or decisions are made. To this effect the following needs to be implemented:

- 1) Any newly appointed PCC member should complete and sign a Declaration of Interests form within one calendar month of being appointed and thereafter when any changes occur. A Conflicts of interest Declaration form is given as Church Document S&S_Doc_012F: Conflicts of Interest Declaration Form.
- 2) In addition, declaration forms should be reviewed at least annually and updated with a new Declaration of Interests form whenever any changes occur.
- 3) The PCC should maintain an updated document containing a registry of conflicts of interest. Any such conflicts of interest should be noted at the earliest opportunity in the minutes of a PCC Meeting.
- 4) At each meeting of the PCC an opportunity for PCC members to declare their interests on agenda items must be allowed.

If there is any doubt, the conflict must be declared anyway and clarification sought.

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Prevent the conflict of interest

Once a conflict of interest has been identified, it will be prevented from affecting the decision making by:

- 1) Working within the governing documents of the PCC concerning decisions.
- 2) Taking appropriate steps to manage the conflict, which will usually mean that the person affected does not take part in discussions about the issue (or is asked to leave the room or is absented from the meeting during that time) and does not participate in the decision making process or any vote on the matter.
- 3) Where an individual may benefit indirectly, they may (at the discretion of others present without a conflict of interest) be permitted to take part in the discussions and/or any final decision made. In the event of a conflict of interest which could affect the aims and objectives of the PCC, the person(s) involved may not participate in any decision on matters affecting that interest.

Record a conflict of interest

The PCC will keep a written record of the conflict of interest and how it is dealt with in the minutes of the meetings, explaining:

- 1) What sort of conflict of interest it was.
- 2) Which PCC member was/were affected.
- 3) When it was declared.
- 4) How it was managed.

All decisions under a conflict of interest will be recorded in the minutes of the meeting. The minute will record the nature and extent of the conflict and the actions taken to manage the conflict.

Forms

Form 1. Conflict of Interest Declaration For.

All Saints' Church, Walsoken	
Conflicts of interest Declaration form	

Name of PCC Member

As a PCC member (Trustee) of All Saints' Church, Walsoken I have set out below my interests in accordance with the church's conflicts of interest policy.

I have actual or potential conflicts of interest to declare in relation to: (i) my employment; (ii) other appointments (voluntary or otherwise); (iii) memberships of organisations; (iv) investments or shareholdings; (v) gifts or hospitality received; (vi) benefits received from All Saints' Church, Walsoken (above those available to all); (vii) contractual relationships or other conflicts. These are listed below.

Diagrams

None

Appendices

None

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