



**New Ground Churches**

# **Conflict of interest Policy**

**Created: June 2017, Reviewed January 2020**

## **1. Purpose and general policy**

1.1 The purposes of this conflict of interest policy is to:

- protect the integrity of the decision making process of New Ground Churches;
- provide a level of confidence to external parties and other stakeholders;
- protect the integrity and reputation of volunteers, staff and directors.

1.2 A conflict of interest arises where there is a possibility that a director's personal or wider interests could influence New Ground's decision making process.

1.3 Recognising that conflicts of interest, whether real or perceived, can be damaging to New Ground our policy is:

- to, wherever possible, avoid situations where a conflict might arise;
- where conflicts of interest do arise, to ensure that these are fully disclosed and suitably managed so that they do not in any way influence the decision making process of New Ground.

1.4 In constructing this policy, the trustees/directors have paid due consideration to the Charity Commission guidance 'Manage a conflict of interest in your charity'.

1.5 All directors are required to read this guidance.

1.6 On adoption of this policy all directors will be required to complete a Conflict of interest disclosure, which must be reviewed annually and/or updated as circumstances change.

## **2. Managing conflicts of interest**

2.1 Where a director recognises that they have a conflict of interest, they must declare it immediately. Some examples of conflicts of interest include a director:

- who is also on the committee of another charity that is competing for the same funding. (*Note: this only applies in cases where the funding is limited and not simply because it comes from the same funding source*);
- who is related to a staff member when there is a discussion on staff pay or conditions;
- who is related to a person that is being considered for a gift or grant;
- who works for another charity which is being considered as a recipient of a grant;
- who has interests in a commercial business which is under consideration to carry out work or to provide services for New Ground.

2.2 Once a director declares a conflict of interest, they can take no further part in any discussions related to that matter, unless invited to do so by the other directors.

- 2.3 At the request of any other director the conflicted director can be asked to leave the room whilst the conflicted matter is under discussion.
- 2.4 A conflicted director cannot vote or be included when considering whether there is an appropriate quorum of directors, and cannot seek to influence other directors.
- 2.5 Where a conflict of interest has been disclosed, the disclosure itself, and any subsequent actions taken should be fully recorded in the minutes of the directors' meetings.

### **3. Adoption of this policy**

- 3.1 The directors of New Ground Churches formally accepted this policy at the board meeting held on 20 June 2017.

## New Ground Churches

### Conflict of Interest Disclosure Form

**Note:** A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the director's other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Form should indicate whether the director has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by involvement with New Ground Churches. The director should also disclose any personal, business, or volunteer affiliations that may give rise to a real or perceived conflict of interest.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of interest to report.

I have the following conflict of interest to report (please specify other charities or businesses for which you or an immediate family member are an officer or director, or a majority shareholder, including the name of the organisation and relevant positions held:

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_