1st Bishopthorpe Scout Group

Conflict of Interest Policy

Approved by Trustee Board: 19/05/2025

Contents

Version Control

Version	Author/ Editor	Changes	Release Date
1.0	Alex Bishop	Aligned to Dringhouses Policy v1.0	19/05/2025

What is a Conflict of Interest?

There are two types of conflict of interest: Financial and loyalty conflicts.

How might these apply to Trustees or Volunteers of Dringhouses Scouts

Financial conflicts can arise if we are deciding whether to:

- Pay a Trustee or Volunteer for doing their role, more than their reasonable expenses.
- Employ or pay a Trustee or Volunteer or their relative or friend to provide goods or services to the group.
- Sell loan or lease an asset to a trustee or volunteer.
- Buy Borrow or lease assets from a trustee or volunteer.
- Buy goods or services from a business owned by a trustee or volunteer.

Loyalty Conflicts can arise when a trustee might not be able to make a decision that is best for the charity due to the decision involving the trustee themselves, their family or friends, their employer, another charity for which they act as a trustee, or a business they are involved with.

Conduct of the Board of trustees in respect of conflicts of interest.

Conflicts must be identified and dealt with by the whole Board not just the trustee or volunteer with the conflict and must meet the joint legal responsibility to make decisions:

- Based only on what's best for the group
- Without influence from personal interests

Policy to deal with Conflicts of Interest

The following policy is based on the Four Steps outlined in The Charity Commission Guidance Document **Managing conflicts of interest in a charity** which can be viewed in its entirety at the following link:

https://www.gov.uk/guidance/managing-conflicts-of-interest-in-a-charity

Policy:

1. Declare Conflicts of Interest
   - A trustee must tell other trustees if they have a conflict of interest before discussion or decision. This can happen in the following ways:
     - A section in the trustee opt in form for declaration of any existing conflict of interests which will be added to a registry of interests
     - The agenda of each meeting has an item for declaration of conflict of Interest at the beginning of meetings
     - A direct approach to another trustee/officer

2. Remove conflicts of interest where possible
   - Our trustees are not paid for their work as trustees other than legitimate expenses
   - Do not employ trustees in paid positions
   - Avoid buying goods or services from trustees
   - Avoid purchase of goods and services from companies of trustees, volunteers or family and friends unless fully declared and tendered at the most competitive price

3. Manage Conflict of Interest
   - A conflicted trustee must leave any relevant discussion
   - They may not take part in the decision or vote
   - They will not be counted in the quorum
   - These actions and the details of the conflict must be recorded in the minutes as well as the register
   - Check any payments or benefits are fully authorised
   - No trustee to benefit from the group unless allowed by our constitution.
   - The governing rules can be fully checked at the following link: https://www.gov.uk/government/publications/trustee-expenses-and-payments-cc11

4. Keep a record of Conflicts of Interest
   - What the conflict was

- Who or what it affected
- When it was declared
- How it was managed