



Declaration of Conflicts of Interest for Trustees Policy

Policy statement

In accordance with guidance given by the Charity Commission (ref CC29, revised May 2014) Trustees will be expected to avoid potential conflicts of interest arising through their work with Redbourn Care Group (RCG). Where such conflicts cannot be avoided, there is a requirement for a process to be in place to manage those conflicts of interests.

Trustees are expected to be aware of all circumstances where such a conflict might arise. The definition includes situations:

- Where they or connected persons are active with any other charitable organisation which might seek the assistance of RCG.
- Where they or connected persons have an interest in other businesses with which RCG may seek to enter into contractual arrangements (this includes Directorships or other involvement with companies who might tender to provide goods or services to RCG for payment);
- Where they or connected persons stand to profit from knowledge gained through their position as a Trustee of RCG.
- Where they have any personal interest, direct or indirect, in any transaction by RCG.
- Where a gift might be offered to a Trustee and some expectation might result. No gifts of any kind should be accepted by a Trustee. Where a small token of appreciation is offered by a client, information relating to this will be shared at the next Trustee meeting and decision noted to ensure no conflict of interest could arise.

In this context, a personal conflict is deemed to include any situation where the interest is held by a 'connected person' which term includes family members (partners, children, parents, grandparents and grandchildren), business and other associates.

Work undertaken as a volunteer for other organisations does not need to be declared. The same applies to paid employment except that a conflict is likely to arise where the employee has some responsibility to the employer for obtaining business with organisations like RCG or is a partner in that business or has influence in the management of that business. Where it is not appropriate for Trustees to relinquish such involvements, they will be expected to manage any conflicts that might arise. This will involve:

- Declaring those areas of interests where conflicts might arise for inclusion in a formal register.
- Agreeing to notify voluntarily any new interests or changes affecting interests already declared.
- Voluntarily withdrawing from any formal discussion concerning any individual or organisation where it becomes apparent that there is a potential conflict of interests.

It should also be borne in mind that the existence of a conflict of interest that is not declared constitutes a breach of duty, whether or not actions arising are found to be in breach. RCG has an obligation to ensure that potential conflicts of interest are recognised and managed. To do this the RCG secretary will keep a register of declarations made. Under this policy, each Trustee is expected:

- To declare any involvements which could result in a conflict of interests for which purpose there will be an opportunity at each formal meeting to make such declarations or change previous declarations.
- To withdraw from discussions as necessary.

The Secretary, in a register of the format appended will retain details of declarations tabled securely. Having discharged its commitments in this way, RCG will accept no responsibility in any situation where it is found that a conflict of interest has not been properly declared.

TRUSTEE DECLARATION: CONFLICTS OF INTEREST

I certify that I have read Redbourn Care Group’s policy statement on the management of conflicts of interests and confirm that I will comply with its requirements.

Full name

Signature
.....

Date.....

This declaration to be forwarded to the RCG secretary.

This policy will be subject to review at intervals of two years.

Policy approved and adopted by all Trustees: September 2017

APPENDIX

Register – Declarations on Conflicts of Interest for Trustees

Trustee	Date	Person (if other than Trustee)	Nature of Interest

