



GATWICK DETAINEES WELFARE GROUP

Registered Charity No. 1124328

A Company Limited by Guarantee registered in England and Wales No. 4911257

Policy title	Conflicts of Interest
Approved by	Marie Dewson and Avril Loveless
Date	March 2019
Date ratified by Board	May 2019
Date revision next due	March 2021

1. Rationale or background to policy

Gatwick Detainees Welfare Group must conform at all times to standards expected of a charity. GDWG therefore needs to protect the integrity of its decision-making process, to ensure confidence in the organisation's integrity, and to protect the integrity and reputation of volunteers, staff and trustees. This means that all staff, volunteers, and trustees must make every effort to avoid any conflict of interest between the interests of GDWG on the one hand and personal, professional, and business interests on the other. This includes avoiding the perception of conflicts of interest as well as actual conflicts of interest.

2. Policy Statement

Conflicts of interest must be avoided wherever possible.

Where they exist, they should be declared.

Where a conflict of interest might threaten, or be perceived to threaten, the integrity of the organisation, steps should be taken by the Director or the Board (as appropriate) to eliminate that threat.

Examples of conflicts of interest include:

- a trustee who is also on the committee of another organisation competing for the same funding.
- a trustee who is related* to a member of staff or volunteer whose employment and performance is being reviewed by the trustees.

- a trustee who has a financial interest in a third party that may be awarded a contract to do work or provide services for the organisation (or is a director, partner or employee or related to someone who is*).

This is not an exhaustive list and an understanding of “related” may be extended to include relationships such as friends or associates depending on the nature of the case or potential conflict under discussion.

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

This Policy should be read in conjunction with policies on Trustee Code of Conduct and Internal Financial Control.

3. Procedures:

3.1 Trustees

Upon appointment each trustee will discuss with the chair of the trustees all potential conflicts of interests that may need to be disclosed and recorded formally in a conflicts of interest register. This written disclosure will be kept on file and will be updated as appropriate.

In the course of meetings or activities, trustees are required to make known any general conflicts of interest at the start of the meeting or activity, and also to make known any interests in a particular transaction or decision where there may be conflicts between GDWG’s interests and those of the trustee. Where there is doubt the potential conflicts must be discussed with the chair of trustees and clarification sought.

In the case of a conflict of interests arising for a trustee because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the memorandum or the articles, the other trustees who have no conflict of interest in this matter may authorise such a conflict of interests where the following conditions apply:

1. The Charity Commission’s permission is sought before a benefit for a trustee may be authorised that is not otherwise authorised in the Memorandum of Articles or already authorised in writing from the Commission.
2. 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.
3. 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.
4. The other trustees who have no conflict of interest in this matter consider it is in the interests of the charity to authorise the conflict of interest in the circumstances applying.
5. Any such disclosure and the subsequent actions taken will be noted in the minutes, and the registry of conflicts of interest updated accordingly.

For all other potential conflicts of interest the advice of the Charity Commission will be sought and the advice recorded in the minutes.

All declarations of conflict of interest, and all steps taken to deal with situations arising from conflict of interest, must be recorded in the conflicts of interest register and stored by the Director in a secure place.

3.2 Staff

Staff should make known before their appointment any interests which might conflict, or be held to conflict, with those of the organisation.

If a new potential conflict arises at any time staff must immediately make this known to the Director (or in the Director's case the Chair).

If a potential conflict impacts on, or might be perceived to impact on, a particular activity of the organisation, the member of staff should make this known immediately to the Director (or in the Director's case the Chair). The Director (or in his/her own case the Chair) will take steps to minimise or eliminate the impact (e.g. by assigning the work to another member of staff), and record their decision.

3.3 Volunteers

New volunteers should make known on application any interests which might conflict, or be held to conflict, with those of the organisation. If appointed, guidance will be given to the volunteer in question on how to minimise or eliminate that impact. In certain cases applications will be refused if a conflict is considered to pose too much of a threat.

Where new conflicts arise, volunteers should notify the Director immediately, who will review the conflict and take appropriate steps to minimise any threat.

All decisions relating to conflicts of interest of volunteers should be recorded in the conflicts of interest register and stored by the Director in a secure place.

** A relative may be a child, parent, grandchild, grandparent, brother, sister, spouse or civil partner of the Trustee or any person living with the Trustee as his or her partner.*