



VOLUNTARY ACTION  
MERTHYR TYDFIL  
GWEITHREDU GWIRFODDOL  
MERTHYR TUDFUL

## **Conflict of Interest Policy**

This policy applies to trustees and all staff

### **Why we have a Policy**

Trustees have a legal obligation to act in the best interests of Voluntary Action Merthyr Tydfil (VAMT), and in accordance with VAMT's governing document, and to avoid situations where there may be a potential conflict of interest.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of VAMT. Such conflicts may create problems. They can

- inhibit free discussion;
- result in decisions or actions that are not in the interests of VAMT; and
- risk the impression that VAMT has acted improperly.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

### **The Declaration of Interests**

All trustees and all staff are asked to declare their interests, in connection with their role in VAMT. A declaration of interests form is provided for this purpose, (attached as an appendix) listing the types of interest you should declare.

To be effective, the declaration of interests needs to be updated at least annually and also when any changes occur.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the Chief Officer for confidential guidance.

Gifts and hospitality received by any trustee or staff member will be dealt with under the Gifts and Hospitality Policy (Anti-Bribery) and logged separately.

### **Data Protection**

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that trustees and all staff act in the best interests of VAMT. The information provided will not be used for any other purpose.

### **What to do if you face a Conflict of Interest**

If you are a user of VAMT's services, or the carer of someone who uses VAMT's services, you should not be involved in decisions that directly affect the service that

you or the person you care for, receive. You should declare your interest at the earliest opportunity and withdraw from any subsequent discussion. The same applies if you face a conflict for any other reason.

You may, however, participate in discussions from which you may indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal.

If you fail to declare an interest that is known to the Chief Officer and/or the Chair the Chief Officer or Chair will declare that interest.

### **Decisions taken where a Trustee or Member of Staff has an Interest**

In the event of the board having to decide upon a question in which a trustee or member of staff has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested board members may not vote on matters affecting their own interests.

All decisions under a conflict of interest will be recorded and reported in the minutes of the meeting. The report will record;

- the nature and extent of the conflict;
- an outline of the discussion;
- the actions taken to manage the conflict.

Where a trustee benefits from the decision, this will be reported in the annual report and accounts in accordance with the current Charities SORP.

All payments or benefits in kind to trustees will be reported in the charity's accounts and annual report, with amounts for each trustee listed for the year in question.

Where a member of VAMT's staff is connected to a party involved in the supply of a service or product to the charity, this information will also be fully disclosed in the annual report and accounts.

### **Managing Contracts**

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory