



CONFLICT OF INTEREST POLICY

This policy applies to all trustees, staff, and volunteers.

1 Declaration of interests

- 1.1 The trustees of Ottery Feoffee Charity will declare their interests and any gifts or hospitality offered and received in connection with their role in Ottery Feoffee Charity. A form is provided in the Appendix.
- 1.2 The declaration of interests will be updated annually, as well as when any material changes occur.
- 1.3 Trustees will err on the side of caution when deciding whether to declare an interest.
- 1.4 The register of interest shall be used to record all gifts of a value over £10.00 and hospitality over £10.00.
- 1.5 The Clerk to the Trustees will be responsible for maintaining the register of interests.

2 Retention and storage of personal data

All personal data collected as part of this policy will be stored securely at all times, in accordance with Ottery Feoffee Charity data protection policy.

3 Declaration of conflict of interest

- 3.1 If a trustee believes they have a conflict of interest they will:
Declare the interest at the earliest opportunity.
Withdraw from discussions and decisions.
- 3.2 The Clerk to the Trustees will take care to ensure that minutes or other documents relating to the item presenting a conflict are removed for the person facing the conflict.
- 3.3 If the board of trustees has to make a decision as to whether a trustee has a conflict of interest the affected trustee will be excluded from the discussion. The remaining board members will consider the issue and make an appropriate decision.
- 3.4 All decisions about a conflict of interest will be recorded by the Clerk to the Trustees 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.
- 3.5 Details of any benefits or payments to trustees and connected persons, including the reasons for them, will be disclosed in the charity's annual accounts.

Resources, further help and information

The links that follow are up to date and functioning at the time of publication of this pack.

Charity Commission

<https://www.gov.uk/guidance/manage-a-conflict-of-interest-in-your-charity>

<https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees-cc29>



APPENDIX

CHARITY TRUSTEE DECLARATION OF INTERESTS FORM

Name of trustee _____ of Ottery Feoffee Charity has set out below my interests in accordance with the organisation's conflicts of interest policy.

Category	Please give details of the interest and whether it applies to you or, where appropriate, a member of your immediate family, connected persons or some other close personal connection
Current employment and any previous employment in which you continue to have a financial interest.	
Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals etc.	
Membership of any professional bodies, special interest groups or mutual support organisations	
Gifts or hospitality offered to you by external bodies in the last 12 months	
Any contractual relationship with the charity or its subsidiary.	
Any conflicts not covered by above	

Signature:

Name:

Date:

September 2023