



Conflict of Interest Policy

This policy applies to all trustee/staff members of The Place Youth Club.

A 'conflict of interest' arises when the best interests of an individual trustee/staff member are, or could be, different from the best interests of the charity itself.

The trustee/staff member acknowledge that it is inevitable that conflicts of interest will occur. They are however committed to managing these potential conflicts in order to protect both the charity and the trustee/staff member from any impropriety or appearance of impropriety.

Statement of Intent

The Place Youth Club is committed to ensuring its decisions and decision-making processes are, and are seen to be, free from personal bias and do not unfairly favour any individual connected with the charity.

Policy

It is the policy of The Place to:

- Ensure every trustee/staff member understands what constitutes a conflict of interest and that they have a responsibility to recognise and declare any conflicts that might arise for them.
- Document the conflict and the action(s) taken to ensure that the conflict does not affect the decision making of the organisation.

Procedure

When a trustee/staff member identifies that they have a potential conflict of interest they must:

- Declare it as soon as they become aware of it.
- Ensure it is entered in the conflict-of-interest register(ongoing conflicts), and/or appropriately minute(one-off conflicts).
- Not take part in any trustee/staff member discussions relating to the matter.
- Not take part in any decision making related to the matter.
- Not be counted in the quorum for decision making related to the matter.

In the interests of frank and open discussion, a trustee/staff member affected by a conflict of interest must leave the room while related discussion/decision making is taking place, unless there is a good reason for them to stay.

The minutes should state:

- The declared conflict.
- That the trustee/staff member left the room, or the reason they were asked to stay.
- That the trustee/staff member took no part in discussion or decision making on the matter.

- That the meeting was quorate (not counting the affected trustee/staff member).
- Any other actions taken to manage the conflict.

In an AGM and all the general meetings throughout the year, if a conflict of interest is to arise, individuals should declare this conflict to the rest of the group.

If a trustee/staff member is unsure what to declare, they should discuss the matter with the Chair of the Board of Trustees of The Place Youth Club for confidential guidance.

Updated on 26/5/22

Signed: