

TRANSITION BRO GWAUN LTD

Conflict of Interest Policy

Aims

All staff, volunteers, and Core Group members of **Transition Bro Gwaun Ltd (The Organization)**, and any subsidiary project groups (committee), will strive to avoid any conflict of interest between the interests of the Organization on the one hand, and personal, professional, and business interests of members on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purposes of this policy is

- to protect the integrity of the Organization's decision-making processes,
- to enable our stakeholders to have confidence in our integrity, and
- to protect the integrity and reputation of volunteers, staff and members

Examples of conflicts of interest include:

- 1 A member who is also a user who must decide whether fees from users should be increased.
- 2 A member who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
- 3 A member who is also on the committee of another organisation that is competing for the same funding.
- 4 A member who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

Disclosure of interests- members-

At the start of each Core Group meeting there will be an agenda item entitled "Conflicts of Interest". This will be an opportunity for Core Group members to express a conflict of interest based on the written agenda. The fact that the question has been asked and the occurrence or otherwise of a declared conflict of interest will be minuted.

In the course of other meetings or activities, members will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and the member's best interests or a conflict between the best interests of two organisations with which the member is involved.

After disclosure, the member may be asked to leave the room for the relevant discussion and may not be able to take part in the decision depending on the judgement of the other members present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

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

Disclosure of interests- trustees

In addition to the above, trustees will be asked to complete the DECLARATION OF INTEREST FORM below to declare their outside interests so that the trustee team can make a judgement

as to whether there is a potential conflict with TBG's business. These forms will be kept on file and updated annually or where trustees take on a new interest.

Date Adopted: _____ 24th Sept 2014 _____

Signed by 

(Director, TBG)

Author: Tom Latter	Approved by: TBG Core Group	Date Approved: 24/09/2015
Reviewed Mike Davies		Reviewed 14.10 24

I, _____ have set out my relevant interests in accordance with the TBG's Conflicts of Interests Policy. I understand that information discussed within the TBG meetings is confidential until otherwise notified.

Signed:

Date:

Category	Details of my interests	Details of the interests of my partner, close relation or associate
Current relevant employment and any previous relevant employment in which you continue to have a financial interest		
Relevant appointments – trusteeship, directorship, councillor etc		
Membership of relevant special interest groups etc		
Investments in companies/businesses that are considered to constitute a		

potential conflict of interest		
Any contractual relationship with the Trust		
Anything else that could be perceived to be a conflict of interest		