

CONFLICT OF INTEREST POLICY FOR THE OAKLEY COMMUNITY ASSOCIATION

Charity registration number (PENDING)

INTRODUCTION

Trustees have a duty to work only in the best interests of the charity and any potential conflicts of interest should be known and declared.

- Any trustee who has a **financial interest** in a matter under discussion, should declare the nature of their interest and withdraw from the room, unless they have a dispensation to speak.
- If a trustee has any interest in the matter under discussion, which creates a real **danger of bias** ie the interest affects them or a member of their household, they should declare the nature of the interest and withdraw from the room unless they had a dispensation to speak.
- If a trustee has any other interest which does not create a real danger of bias, but which might reasonably **cause others to think it could influence their decision**, they should declare the nature of the interest, but may remain in the room, participate in the discussion, and vote if they wish.
- If in any doubt about the application of these rules they should **consult** with the chair.
- All trustee's **interests that may create a conflict of interest must be declared in the form set out below and kept by the Secretary as a register.**
- **Declaration of interest will be on the agenda at every meeting**

EXAMPLES OF GOOD PRACTICE

- When trustees become aware of a new, actual or potential conflict of interest, they should **give notice of it to the Secretary** to enable him/her to update the Conflicts Register.
- The Secretary should include in their report for each trustees' meeting details of any **contracts/agreements** to be entered into prior to the next meeting of the trustees and any potential conflicts identified from a check of the Register.
- **Competitive tendering** for contracts or work for which a trustee might be suited (and taking up references from other clients or customers).

CODE OF CONDUCT

Organisational values

As a trustee of Oakley Community Association I promise to abide by the fundamental values that underpin all the activity of this organisation. These are:

Accountability

Everything Oakley Community Association does will be able to stand the test of scrutiny by the public, the media, charity regulators, members, stakeholders, fenders, Parliament and the courts.

Integrity and honesty

These will be the hallmarks of all conduct when dealing with colleagues within Oakley Community Association and equally when dealing with individuals and institutions outside it.

Transparency

Oakley Community Association strives to maintain an atmosphere of openness throughout the organisation to promote confidence of the public, stakeholders, staff, charity regulators and Parliament.

Additionally, I agree to the following points:

Law, mission, policies

- I will not break the law or go against charity regulations in any aspect of my role as trustee.
- I will support the mission and consider myself its guardian.
- I will abide by organisational policies.

Conflicts of interest

- I will always strive to act in the best interests of Oakley Community Association.
- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- I will submit to the judgment of the board and do as it requires regarding potential conflicts of interest.

Person to person

- I will not break the law, go against charity regulations or act in disregard of organisational policies in my relationships with fellow trustees, staff, volunteers, members, service recipients, contractors or anyone I come into contact with in my role as trustee.
- I will strive to establish respectful and courteous relationships with all I come into contact with in my role as trustee.

Protecting the organisation's reputation

- I will not speak as a trustee of Oakley Community Association to the media or in a public forum without the prior knowledge and approval of the Chair.
- When prior consent has not been obtained, I will inform the Chair at once when I

- have spoken as a trustee of this organisation to the media or in a public forum.
- When I am speaking as a trustee of this organisation, my comments will reflect current organisational policy even when these do not agree with my personal views.
 - When speaking as a private citizen I will strive to uphold the reputation of the organisation and those who work in it.
 - I will respect organisational and individual confidentiality.
 - I will take an active interest in the organisation's public image, noting news articles, books, television programmes and the like about the organisation, about similar organisations or about important issues for the organisation.

Personal gain

- I will not personally gain materially or financially from my role as trustee, nor will I permit others to do so as a result of my actions or negligence.
- I will document expenses and seek reimbursement according to procedure.
- I will not accept gifts or hospitality without prior consent of the Chair.
- I will use organisational resources responsibly, when authorised, in accordance with procedure.

In the boardroom

- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by Oakley Community Association.
- I will abide by management committee procedures and practices.
- I will strive to attend all committee meetings, giving apologies ahead of time to the Chair if unable to attend.
- I will study the agenda and other information sent me in good time prior to the meeting and be prepared to debate and vote on agenda items during the meeting.
- I will honour the authority of the Chair and respect his or her role as meeting leader.
- I will engage in debate and voting in meetings according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- I will accept a majority board vote on an issue as decisive and final.
- I will maintain confidentiality about what goes on at committee meetings unless authorised by the Chair or management committee to speak of it.

Enhancing governance

- I will participate in induction, training and development activities for trustees.
- I will continually seek ways to improve board governance practice.
- I will strive to identify good candidates for trusteeship and appoint new trustees on the basis of merit.
- I will support the Chair in his/her efforts to improve his/her leadership skills.

Connected Persons


'Connected persons' means and includes, in relation to a member of the management committee:

- That person's spouse or long term partner
- That person's relatives, namely their children, parents, grandchildren, grandparents, brothers, sisters and their spouses and
- Persons related by marriage
- I will ensure that the Oakley Community Association seeks the express authority of the Charity Commission before employing a former trustee or a connected person as outlined above as the trustee could be seen to be gaining financial benefit.

I will ensure that Oakley Community Association does not allow two connected parties to be cheque signatories together as the charity would not be showing duty of care over the charity's assets if it allowed this situation to arise.

Leaving the management committee

- I understand that substantial breach of any part of this code may result in my removal from the management committee.
- Should I resign from the board I will inform the Chair in advance in writing, stating my reasons for resigning. Additionally, I will participate in an exit interview.

Policy discussed and approved
by Trustees at meeting 1 August
2012

Chair 01/08/12