

CONFLICTS OF INTEREST POLICY

(for trustees, committee, panel or staff members)

Trustees, committee, panel and staff members should declare potential conflicts via a Declaration of Interests Form. This form should be updated on an annual basis or when anything significant changes. See Declaration of Interest Form (Appendix 2)

Any trustee, committee, panel or staff member who has a direct or indirect financial interest or other interest in a matter under discussion, should declare the nature of his/her interest and withdraw from the room, unless he/she has a special dispensation to speak. Please refer to Appendix 1 for types of interest to be declared.

If a trustee, committee, panel or staff member has any interest in a matter under discussion that may create a real danger of bias (that is, the outcome of the decision affects him/her more than the generality), he/she should declare the nature of the interest and withdraw from the room, unless he/she has a special dispensation to speak. Please refer to Appendix 1 for types of interest to be declared.

If a trustee, committee, panel or staff member has any other interest which does not create a real danger of bias but which might reasonably cause others to think that it could influence their decision, he/she should declare the nature of the interest but may remain in the room, participate in the discussion and vote

If a trustee, committee, panel or staff member is in any doubt about the application of these rules, he/she should consult with the chairperson and/or refer to the Articles of Memorandum

Interests declared will be minuted and a register of the interests will be maintained and reviewed annually.



Accepted on behalf of the Trustees:

Date: 1st September 2016

Types of Interest to be Declared

Direct Financial Benefits

These include for example employment of the Trustees, committee, panel and staff members by the Charity e.g. where a company of which the Trustees, committee, panel and staff members is a director or shareholder may be considered for a contract by the Charity. Other matters of financial interest include the sale of land or the use of the Trustees, committee, panel and staff members' property by the charity, or granting of loans by the Trustees, committee, panel and staff members to the Charity. Conflicts of interest in such cases are particularly serious and any financial benefit requires authorisation by the Charity Commission. Such matters will generally be considered relevant conflicts of interest even if a Trustee resigns prior to seeking such a contract.

Indirect Financial Interests

These may arise where such potential financial benefits accrue to a close member of the Trustees, committee, panel and staff members family, friend or other who is financially interdependent, or where it could otherwise be perceived that such benefits could lead to a conflict of interest i.e. by influencing the Trustees, committee, panel and staff members decisions other than in the best interest of the Charity. It is the responsibility of the Trustees, committee, panel and staff members to determine whether they feel a matter relating to a third party represent a potential conflict of interest and should therefore be declared.

Non-Financial Interests

Whether direct or indirect, these may arise where the Trustees, committee, panel and staff members is also a User of the Charity's services particularly if the Trustees, committee, panel and staff members is benefitting from those services in a manner which is exceptional. There are also issues associated with "conflict of loyalties" where another appointment or employment or association (of the Trustees, committee, panel and staff members or of a relative or friend) may be felt to influence the decisions of the Trustees, committee, panel and staff members in directions which may not be in the best interest of SYCF. In particular, in this context, it is expected that other charity roles, as Trustee or employee or through other significant relationships should be declared.

Ultimately, it is not possible to define all the circumstances which may lead to a potential conflict of interest. It is therefore, the responsibility of each individual Trustees, committee, panel and staff members to declare any matters which they feel may present actual or potential conflicts, or the perception of such conflicts. In exercising their judgement about which matters to declare, Trustees, committee, panel and staff members may seek the advice of the Chairman of Trustees, who may consult the CEO, the Charity Commission and/or legal advice as appropriate.

DECLARATION OF INTEREST

Please read the Conflicts of Interest Policy which sets out the responsibility of trustees, staff, panel members and volunteers to update on an annual basis their declaration of interests and to declare their interest when a conflict of interest arises at any meeting.

Name:

Type of Interest	Nature of Interest
Direct Financial	
Indirect Financial	
Non-Financial	

Signed:

Date:

Privacy Notice

SYCF is required to record, store and process the information about you contained in this declaration in order to meet our legal obligations. Our Privacy Policy lists your information privacy rights (see Section 11), which include the right to access the information we keep about you. The Disqualification Declaration will be included in our minutes, which are also shared with Trustees and Key Fund. The annual Register of Interests will accompany the Automatic Disqualification Declaration and they will be completed and filed together. Both documents will be maintained and reviewed annually. Outdated registers of interest and disqualification declarations will be actively retained and then deleted after six years.