Title of Policy/Procedure: **CONFLICT OF INTEREST POLICY**

Ratified by MC (Chair signature): ……..

Date of ratification by MC: ……..

Review Date: ……..

STATEMENT OF INTENT

This policy has been written to help CADA NI Trustees to discharge their legal duty to act only in the best independent interests of CADA NI and protect from any appearance of impropriety.

RESPONSIBILITY

The Trustees/Management Committee have ultimate responsibility for all actions carried out by members, volunteers and associated personnel throughout CADA NI's activities. The Trustees have a legal obligation to act in the best interests of CADA NI and in accordance with CADA NI's constitution.

Although this legal duty does not extend to members, volunteers or other associated personnel, the spirit of this policy applies equally to them to enable Trustees to discharge their duty. In practice, therefore, members, volunteers and associated personnel should act appropriately where a conflict of interest or loyalty arises over or above those which are inherent in their role within CADA NI – they should declare their conflict of interest to a Trustee.

DEFINITION

For the purposes of this policy the term 'individual' refer to Trustees, member, volunteers and/or associated personnel.

A conflict of interest or loyalty arises where an individual's personal interests or loyalties, or the interests or loyalties which that trustee owes to another charity, arise at the same time as their responsibilities to CADA NI. Individuals must manage any situation where they have potential to benefit personally from his or her position, or is influenced by conflicting loyalties.

Interests can be financial or non-financial and direct or indirect. A direct financial interest arises where an individual is selling an asset to CADA NI. A direct non-financial interest can arise where an individual is a service user of the charity and benefits more than a typical service user. An

indirect benefit is one which accrues to a close member of the individual's family, a business colleague or other close relationship.

A conflict of loyalty arises where an individual's decision-making is influenced by another appointment, employment or association of that individual. This list of conflicts is not intended to be definitive or prescriptive. Each individual is responsible for declaring actual or potential conflicts or the reasonable perception of such conflicts.

MANAGEMENT OF TRUSTEE CONFLICT OF INTEREST

All conflicts of interest or loyalty, whether actual or potential, should be declared promptly at the earliest possible opportunity:

- 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 dispensation to speak.
- If a Trustee has any interest in the matter under discussion, which creates a real danger of bias, that is, the interest affects the organisation which they represent, or a member of their household, more than the generality affected by the decision, they should declare the nature of the interest and withdraw from the room, unless they have 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 a Trustee is in any doubt about the application of these rules, they should consult with the Chair.
- If a Trustee fails to declare an interest that is known to the secretary or the Chair, the Chair will declare that interest. It is recommended that Trustees' interests are listed in a register, an example of which is given below:

A declaration of interests form is provided for this purpose, listing the types of interest that should be declared.

The declaration of interests will be updated at least annually and also when any changes occur. If a Trustee is uncertain of what constitutes a conflict of interest they are encouraged to discuss this with the Chair.

Interests will be recorded on CADA NI's register of interests, which will be maintained by the Secretary. The register will be accessible by Trustees.

PROCEDURES FOR DECISION MAKING REGARDING CONFLICT OF INTEREST

In the event of the Management Committee having to decide upon a question in which a Trustee has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision. Interested parties will not be counted when deciding

whether the meeting is quorate. Interested Trustees may not vote on matters affecting their own interests.

All decisions under a conflict of interest will be recorded 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.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.

DATA PROTECTION

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 2018 and UK General Data Protection Regulation. Personal data will be processed only to ensure that Trustees act in the best interests of CADA NI. The information provided will not be used for any other purpose.

TRUSTEE DECLARATION OF INTERESTS FORM

Category	Please give details of the interest and whether it applies to yourself 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 have a financial interest	
Appointments (voluntary or otherwise) eg trusteeships, directorships, professional chairs, local authority membership, etc	
Membership of any professional bodies, special interest groups, or mutual support organisations. (It is not necessary to declare an interest if your interest in another charity is only as a subscription paying member)	
Investments in unlisted companies, partnerships and other forms of business, significant shareholdings and beneficial interests in listed companies. (significant for this purpose means holding, together with your family, more than 5% of the issued voting shares of the company).	
Gifts or hospitality offered to you by external bodies whilst acting in your position as a trustee of CADA NI and whether this was declined or accepted in the last 12 months	
Any other conflicts of interest not covered by the above	

To the best of my knowledge the above information is correct and complete.

I undertake to advise the secretary of CADA NI if any of the above information should change or if I become interested in any way that creates a potential conflict of interest with my position as a Trustee of CADA NI. I agree to review and update this declaration annually. I give my consent for this information to be used for the purposes described in the charity's conflicts of interest policy and for no other purpose.

Signed [Trustee] …….

Date …….