

CONFLICTS OF INTEREST POLICY - BOARD MEMBERS

1. Ford Community Land Trust (hereinafter called the FCLT) recognises that conflicts of interest may:
 - inhibit free discussion
 - result in decisions or actions that are not in the interests of FCLT
 - risk the impression that FCLT has acted improperly.
2. The aim of this policy is to protect both FCLT and the individuals involved from any appearance of impropriety. This conflicts of interest policy should be read in conjunction with the Rules of Ford Community Land Trust.
3. Board Members and staff have an obligation to act in the best interests of FCLT and in accordance with the Rules.
4. Identifying conflicts of interest.

Direct financial gain or benefit to the Board Member, such as:

- a. Payment to a Board Member for services provided to the FCLT
- b. The award of a contract to another organisation in which a Board Member has an interest and from which a Board Member will receive a financial benefit
- c. The employment of a Board Member in a separate post within the FCLT, even when the Board Member has resigned in order to take up the employment.
- d. Indirect financial gain, such as employment by the FCLT of a child, parent, grandchild, grandparent, brother, sister, civil partner or spouse of a Board Member or any person living with the Board Member as his or her partner where their finances are interdependent

Non-financial gain, such as when a user of a the FCLT's services is also a Board Member

Conflict of loyalties, such as where a Board Member is appointed by the local authority or by one of the FCLT's funders, or where a friend of a Board Member is employed by the FCLT, or where a Board Member also sits on the board of another organisation.

5. Procedures for managing and recording interests and conflicts of interest

- a. Any Board Member 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.
 - b. If a Board Member has any interest in the matter under discussion, which creates a real danger of bias, that is, the interest affects their, 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 a dispensation to speak.
 - c. If a Board Member 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.
 - d. In the event of the board having to decide upon a question in which a Board Member has an interest, all decisions will be made by vote, with a simple majority. The Chair has a casting vote where appropriate. A quorum must be present for the discussion and decision.
 - e. Interested parties will not be counted when deciding whether the meeting is quorate for the item being discussed.
 - f. In the event that the Chair declare an interest he will withdraw from the room and the Deputy Chair will take control of the meeting for the duration of the item.
 - g. All decisions under a conflict of interest will be recorded by the FCLT and reported in the minutes of the meeting. The report will record:
 - a. the nature and extent of the conflict
 - b. an outline of the discussion
 - c. the actions taken to manage the conflict.
8. If a Board Member is in any doubt about the application of these rules they should consult with the Chair.
 9. Board Member's interests are listed in a register.
 10. Should a Board Member become aware of a new, actual or potential conflict of interest, he/she should give notice of it to the Chair to enable the updating of the Conflicts Register.
 11. Any contracts/agreements to be entered into prior to the next meeting of the Board Members should be recorded, any potential conflicts identified from a

check of the Register and a report made to the next meeting of the Board Members.

- 12. Competitive Tendering should be used for contracts or work for which a Board Member might be suited (and taking up references from other clients or customers.)
- 13. The FCLT will disclose any benefits received by Board Members in the report and annual accounts.

Signed..... Date.....

Review date:.....