



Proms at St Jude's

Conflict of Interest Policy

Why we have a Policy

Trustees have a legal obligation to act in the best interests of Proms at St Jude's and in accordance with the governing document of Proms at St Jude's (*Memorandum and Articles*) to avoid situations where there may be a potential conflict of interest.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of Proms at St Jude's.

Such conflicts may create problems. For example, they can:

- discourage free discussion;
- result in decisions or actions that are not in the interests of Proms at St Jude's; and
- risk creating the impression that Proms at St Jude's has acted improperly or may have acted improperly.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

The Declaration of Interests

We ask trustees to declare their interests, and any gifts or hospitality received in connection with their role in Proms at St Jude's. A declaration of interest form is provided for this purpose (see Appendix A). We also ask trustees to confirm that they have not been disqualified from acting as a company director or charity trustee, have not been subject to criminal proceedings and are not an undischarged bankrupt.

The declaration of interests needs to be updated annually and also when any changes occur.

The following types of interest should be declared:

- Any personal/family relationships with paid staff and volunteers or possible recruitment of any personal or family member; or
- Any gifts or hospitality received; or
- A trustee renting property or lending money to the charity; or
- Any relationships with other groups that will affect your role as trustee – if you are a member of another organisation this needs to be declared as there may be a conflict, particularly if both organisations work in the same geographical area or have the same client / user groups; or

- You are a trustee, councillor, employee or board member of an organisation that Proms at St Jude's may approach for funding or who is currently providing funding or services for Proms at St Jude's; or
- A trustee learns of an opportunity at a board meeting which the charity may or may not wish to exploit but which he/she wishes to take advantage of themselves or on behalf of another group.

Data Protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 2003. Data will be processed only to ensure that trustees act in the best interests of Proms at St Jude's. The information provided will not be used for any other purpose.

What to do if you face a Conflict of Interest

If there is a situation which will be a long-term conflict this should be discussed with other trustees (in particular the chair) at the earliest convenience and a decision made on how to proceed.

At the beginning of all meetings you should declare immediately if there is an item on the agenda where there may be a conflict of interest.

You should declare your interest at the earliest opportunity and withdraw from any subsequent discussion. You may, however, participate in discussions from which you may indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal.

Disclosure in Accounts

Any income or benefits a trustee receives from Proms at St Jude's in the course of an accounting year must be disclosed. This excludes reimbursement of expenses incurred exclusively on behalf of Proms at St Jude's.

Where a member of Proms at St Jude's staff is connected to a party involved in the supply of a service or product to the charity, this information will also be fully disclosed in the annual report and accounts.

Decisions taken where a Trustee or Member of Staff has an Interest

In the event of the board having to decide upon a question in which a trustee or member of staff has an interest, all decisions will be made by vote, in line with the Proms at St Jude's constitution.

Recording Disclosure of Interest

All decisions, including the declared conflict and the outcome should be reported in the minutes of the board.

Approved by Board 10 November 2023

Appendix A

The Proms at St Jude's Declaration of Interest Form

To be updated annually in September and in the event of change.

I [] have set out below my interest in accordance with the Proms at St Jude's Conflict of Interest Policy.

Category	<i>Please give details of the interest and whether it applies to you or where appropriate a connected person.</i>
Current employment and any previous employment in which the Trustee continues to have a financial interest	
Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority, membership, tribunals etc.	
Membership of any professional bodies, special interest groups or mutual support organisations	
Investment in companies, partnerships and other forms of business major shareholdings, beneficial interest where these are felt to constitute a potential conflict of interests.	
Any contractual relationship with Proms at St Jude's	
Ownership of any property that could create a conflict of interest	
Gifts or hospitality offered by external bodies and whether this was declined or accepted in the last twelve months	
Any other conflicts that are not covered above where there could be perceived to be conflicts of interest	
Any other people, organizations, companies or institutions with whom you	

are connected whom you have not already referred to on this form	
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In this section, please delete yes or no as appropriate:

Are you/have you ever been disqualified by a court from acting as a company director or charity trustee? Yes/No

Do you have any criminal convictions or are any proceedings outstanding? Yes/No

Are you an undischarged bankrupt? Yes/ No

Declaration

To the best of my knowledge, the above information is complete and correct. I undertake to update on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

Name:

Signed:

Position in Proms at St Jude's:

Date: