



Conflict of Interest Policy

The Brunton Memorial Hall

Riverside Rise
Allington
Wiltshire
SP4 0AF

Purpose

The purpose of this policy is to protect the integrity of The Brunton Memorial Hall charity's decision-making process, to enable our stakeholders to have confidence in our integrity and to protect the integrity and reputation of volunteers, staff, trustees and committee members.

Definitions

The Brunton Memorial Hall charity comprises managing Trustees formally appointed and registered with the Charity Commission for England and Wales, and other volunteer members of the Brunton Memorial Hall Management Committee. The ultimate responsibility for the management of potential and actual conflicts of interest rests with the Trustees. Examples of conflicts of interest include:

1. A Trustee, Committee Member, Volunteer or employee who is also a user who must decide whether fees from users should be increased.
2. A Trustee, Committee Member, Volunteer or employee who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
3. A Trustee, Committee Member, Volunteer or employee who is also on the committee of another organisation that is competing for the same funding.
4. A Trustee, Committee Member, Volunteer or employee who has interests in a business that may be awarded a contract to do work or provide services for the organisation.

Policy Scope and Principles

This policy covers all activities associated with The Brunton Memorial Hall. The individuals falling within the scope of this policy include Trustees, Committee Members, Volunteers and employees. This policy particularly applies to Trustees and Committee members or volunteers and employees who are involved with the work of awarding contracts or payments to organisations or individuals providing services to The Brunton Memorial Hall.

All Trustees, Committee Members, Volunteers and employees of The Brunton Memorial Hall have a responsibility to be aware of the potential for a conflict of interest. The Brunton Memorial Hall Trustees and Committee are responsible for communicating the Conflict of Interest Policy to all relevant individuals.

Procedures

All individuals associated with The Brunton Memorial Hall have a responsibility to report any known conflict of interest to The Board of Trustees.

In the course of meetings or activities, Trustees, Committee Members, Volunteers and employees will disclose any interests in a transaction or decision where there may be a conflict between The Brunton Memorial Hall charity's best interests and the individual's best interests or a conflict between the best interests of two organisations that the individual is involved with. The individual must not be part of any meetings or discussions on that subject and may not be able to take part in the decision depending on the judgement of the other committee members present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

If an individual's actions have been identified as a conflict of interest then the Board of Trustees must take appropriate action which after due consultation with the individual involved can include exclusion from certain activities and if appropriate resignation.

This policy is meant to supplement good judgment, and staff, volunteers and management committee members should respect its spirit as well as its wording.

Acknowledgement

The Brunton Memorial Hall Trustees and Management Committee are pleased to acknowledge ACRE for the use of this information for the Brunton Memorial Hall.