

Conflict of Interests Policy

Issue 2. February 2025



The Margaret Adcock Foundation

Registered Charity Number 1205889
135 Foss Road, Hilton, Derbyshire, DE65 5BJ.

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The Margaret Adcock Foundation is a Charitable Incorporated Organisation governed by a Constitution which established the objects and powers of the charity. The Foundation entered the Register of Charities on 24th November 2023 with Registered Charity Number 1205889.

Conflict of Interests Policy

1. Purpose

The purpose of this policy is to:

- Ensure that the decisions and activities of The Margaret Adcock Foundation are conducted in the best interests of the charity and its beneficiaries.
- Identify, record, and manage actual or potential conflicts of interest effectively.
- Protect the reputation and integrity of The Margaret Adcock Foundation and maintain public trust.

2. Scope

This policy applies to all Trustees, staff, and volunteers of The Margaret Adcock Foundation. A conflict of interest may arise when personal, professional, or financial interests could compromise, or appear to compromise, the ability to act in the best interests of the charity.

3. Definition of Conflict of Interest

A conflict of interest occurs when:

- An individual's personal or professional interests compete with their duty to act in the best interests of the charity.
- The individual stands to benefit personally, financially, or professionally from a decision or activity of the charity.
- Relationships, loyalties, or affiliations create a bias or the perception of bias.

Examples include:

- Financial benefits to Trustees, staff, or their families (e.g., contracts, grants, or employment).
- Personal relationships affecting impartiality (e.g., family or friends involved in decisions).
- Affiliations with other organisations that may conflict with the charity's objectives.

4. Responsibilities

4.1 Trustees

- Trustees have a legal duty to act solely in the best interests of the charity.
- Trustees must declare conflicts of interest and avoid participating in related decision-making.

4.2 Staff and Volunteers

- Staff and volunteers must also act in the charity's best interests and report any potential conflicts.

5. Procedures for Identifying and Recording Conflicts

5.1 Declaring Conflicts

- All Trustees, staff, and volunteers must disclose any actual or potential conflicts of interest as soon as they arise.

5.2 Recording Conflicts

- All declared conflicts will be documented in a **Conflict of Interest Register**, maintained by [designated person, e.g., the Secretary or Treasurer].
- The register will include:
 - Name of the individual.
 - Description of the conflict.
 - Steps taken to address the conflict.
 - Date of declaration and resolution.

6. Procedures for Managing Conflicts

6.1 Assessing the Conflict

- When a conflict is declared, the Board of Trustees (or delegated subcommittee) will assess:
 - The nature and extent of the conflict.
 - Whether it poses a significant risk to the charity's decision-making or reputation.

6.2 Managing the Conflict

- **Minor Conflicts:** The individual may participate in discussions but not vote on related matters.
- **Significant Conflicts:** The individual must:
 - Withdraw from discussions and decision-making on the matter.
 - Be excluded from access to related information, where necessary.

6.3 Using Independent Advice

- If the conflict is complex or poses significant risk, independent legal or professional advice may be sought.

7. Steps to Follow When a Conflict Arises

1. Disclosure:

- The individual must inform the Board or relevant person immediately.
- Provide full details of the conflict in writing or during a meeting.

2. Documentation:

- The conflict will be recorded in the Conflict of Interest Register.
- Meeting minutes will reflect the disclosure and steps taken.

3. Assessment:

- The Board or subcommittee will review the conflict, considering its impact on the charity's objectives and reputation.

4. Decision:

- The Board will decide on an appropriate course of action, such as:
 - Exclusion from discussion or decision-making.
 - Resignation from a role or position, if the conflict cannot be managed.

5. Follow-Up:

- Monitor the conflict to ensure compliance with the agreed resolution.

8. Breaches of the Policy

- Failing to declare a conflict of interest may result in disciplinary action, including removal from a Trustee or staff role.
- Serious breaches will be reported to the Charity Commission.

9. Review and Monitoring

- The Conflict of Interest Register will be reviewed at least annually by the Board of Trustees.
- This policy will be reviewed every two years or sooner if there are significant changes in the charity’s activities or regulations.

10. Approval and Acknowledgment

All Trustees, staff, and volunteers must confirm they have read, understood, and agree to comply with this policy.

Conflict of Interest Declaration Form

- Name: -----
- Role: -----

Potential Conflict(s):

- Signature: -----
- Date: -----

Approved By:

- Chair of Trustees: D. Adcock -----
- Date: February 2025 -----

Policy Review Date:

- Next Review: November 2025 -----