

# Conflict of Interest Policy

1. Purpose
2. Scope
3. Examples
4. Disclosure of Interests
5. Construction and Application of the Policy
6. Policy Review

## 1. Purpose

- 1.1 The purpose of this policy is to protect the integrity of the PCC's decision-making process, to enable our beneficiaries and other users to have confidence in our integrity, and to protect the integrity and reputation of staff, Parochial Church Council (PCC) and Deanery Synod members and Church volunteers.
- 1.2 All should strive to avoid any conflict of interest between the interests of the Church on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.
- 1.3 This policy is in addition to good judgment rather than to replace it; and staff, volunteers and committee members should respect its spirit as well as its wording.

## 2. Scope

- 2.1 This policy applies to trustees (PCC members), Deanery Synod members and other Church members who have responsibility for decision making.

## 3. Examples

- 3.1 Examples of conflicts of interest (though this list is not exhaustive) include:
  - A PCC member who is also a user of a Church facility, who must decide whether fees from users should be increased.
  - A PCC member who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
  - A PCC member whose spouse is on the committee of another organisation that is competing for the same funding.
  - A PCC member who owns, has shares in or is employed by a business that may be awarded a contract to do work or provide services for the Church.
  - A PCC member that may receive a personal financial benefit from a decision.

#### **4. Disclosure of Interests**

- 4.1 Upon appointment each PCC member will (using the form in Appendix 1) make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest.
- 4.2 This written disclosure will be reviewed by a Churchwarden (or the Vicar) and kept on a file held by the PCC Secretary. Members are expected to promptly update their declaration as appropriate for any changes arising after appointment. The current file of disclosure forms will be presented annually by the Secretary to a meeting of the PCC.
- 4.3 At the beginning of each meeting a standing agenda item will require members to disclose any interests in a transaction or decision being put before the meeting where they may have a conflict of interest. i.e. Any potential conflict between the PCC's best interests and the member's personal interests, or a conflict between the best interests of two organisations that the committee members are involved with. If something subsequently comes up at any time during a meeting that requires a member to declare an interest, then the member shall do it then.
- 4.4 After disclosure, the member will be asked to leave the room for the relevant discussion and will not be able to take part in the decision.
- 4.5 Any disclosures, and the action taken, should be recorded in the minutes of the meeting.

#### **5. Construction and Application of the Policy**

- 5.1 Queries on the construction and application of the policy should be directed in the first instance to the PCC Secretary.

#### **6. Policy Review**

- 6.1 This policy will be reviewed every 3 years to ensure continuing appropriateness.

*Agreed by the PCC – July 2018*

# Appendix A

## Declaration of Interests Form

Name .....(Please print clearly)

I have read and understand the Church’s Conflict of Interest Policy.

As a member of the PCC of St Peter and St Paul with St Andrew, Flitwick, I have listed below all areas where I am aware there may be a conflict of interest.

I will have due regard to the spirit of this form as well as its wording.

If at any time I become aware of a conflict of interest not declared below I will immediately declare it.

I consent to this information being used for the purposes described in the conflicts of interest policy and for no other purpose.

| <b>Category:</b><br>This includes: <ul style="list-style-type: none"><li>• Being employed by or contracted to or providing paid services to the PCC or our Church</li><li>• Being connected with any organisation which has dealings with the PCC or our Church</li><li>• Being offered gifts or hospitality, whether declined or accepted, in the last 12 months</li></ul> | <b>Details</b><br>Please give details of the interest and whether it applies to you or, where appropriate, a member of your immediate family, connected persons or some other close personal connection |
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Signed ..... Date .....

Please return this form to the PCC Secretary.