



South Brent Old School Community Centre Conflict of Interest Policy

All staff, volunteers and trustees of South Brent Old School Community Centre (SBOSCC) will strive to avoid any conflict of interest between the interests of the organisation 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.

The purposes of this policy are to protect the integrity of SBOSCC's decision-making process to enable the wider community to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and trustees.

Examples of conflicts of interest include (but are not limited to):

1. A trustee who is also a user who must decide whether fees from users should be increased.
2. A trustee who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
3. A trustee who is also on the committee of another organisation that is competing for the same funding.
4. A trustee who has shares (or other financial interest) in a business that may be awarded a contract to do work or provide services for the charity.

In the course of meetings or activities, trustees must disclose any interests in a transaction or decision where there may be a conflict between the best interests of the charity and the trustee, or a conflict between the best interests of two organisations that the trustee is involved with.

After disclosure trustees may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other trustees present at the time.

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

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

Policy Review / Update Procedure

This Version Approved by Trustees:	July 2025
Next Review Due: This document should be reviewed every three years or: <ul style="list-style-type: none"> • following any changes in relevant legislation or regulations, or; • when any incident has occurred or feedback reported relating to this policy. 	July 2028
Version	1.0
Person(s) responsible for updating	Rik Meek, Sheila Alexander and Michelle Parton