

# Willingham Social Club

Fen End Willingham CB24 5LH

## Conflict of Interest Policy

### Definition

A 'conflict of interest' arises when the best interests of an individual Committee member are, or could be, different from the best interests of the club itself.

This may be something that affects the Committee member directly, or indirectly, through a family member or friend or business partner.

### Statement of Intent

Willingham Social Club is committed to ensuring its decisions and decision-making processes are, and are seen to be, free from personal bias and do not unfairly favour any individual connected with the Club.

### Policy

It is the policy of Willingham Social Club to

- Ensure every committee member understands what constitutes a conflict of interest and that they have a responsibility to recognise and declare any conflicts that might arise for them.
- Document the conflict and the action(s) taken to ensure that the conflict does not affect the decision making of the organisation procedure when a committee member identifies that they have a potential conflict of interest they must:
  - Declare it as soon as they become aware of it
  - Ensure it is entered as a conflict of interest and entered in the minutes of the appropriate committee meeting as one-off conflict of interest
  - Not take part in any committee discussions relating to the matter
  - Not take part in any decision making related to the matter
  - Not be counted in the quorum for decision making related to the matter

In the interests of frank and open discussion, a committee member affected by a conflict of interest must leave the room while related discussion / decision making is taking place, unless there is good reason for them to stay.

The minutes should state:

- The declared conflict
- That the committee member left the room, or the reason they were asked to stay.
- That the trust committee member took no part in discussion or decision making on the matter
- That the meeting was conducted not counting the affected committee member
- Any other actions taken to manage the conflict

If a committee member is unsure what to declare, they should err on the side of caution and discuss the matter with the President or Chairman for confidential guidance.

Policy adopted on 01/01/2017

Due for review on 17/01/2020