Conflict of Interest Policy

Author:	Sue Leppington, Director of finance & central services	**Approved by:**	Governance, Ethics, Remuneration and Nominations Committee
Audience	Board and Committee members and Directors	**Approval date:**	December 2024
Date effective from:	October 2024	**Review date:**	October 2027

Introduction

The principles of good governance require Board members, staff and volunteers to declare where they have a real, or perceived, conflict of interest in order for appropriate action to be considered, for example whether it would be appropriate to remove them from the decision-making process.

This review of whether there is any kind of conflict protects the individual's credibility and reputation as well as that of the organisation by ensuring that decisions are made free of any personal gain or prejudice. This is one of the six main duties laid down in the Essential Trustee guidance and is part of trustees' fiduciary duties.

This policy is linked to, and supported by, both the CIH Governance Framework and the CIH Code of Conduct.

Principles

A conflict of interest is any situation in which a member's personal interests, or interests that they owe to another body, may (or even may appear to) influence or affect the CIH decision making process, or conflict with the interests of CIH.

It is inevitable that conflicts of interest occur, but even the appearance of a conflict of interest has the potential to damage the organisation's reputation, so conflicts need to be managed carefully.

Conflicts of interest may come in a number of different forms, for example:

- Direct, or indirect (i.e. for a family member) personal financial gain
- Benefit to an organisation the member is involved with, such as contract award
- Conflict of loyalties

Clearly the potential for conflicts to arise is broad, so all members are required to identify conflicts of interest when they do, or might arise, however unlikely, and notify the Board or Senior management in such circumstances. They will be asked to give such details as may be required to enable the right help and advice to be provided, to protect the individual and the organisation.

All Trustees, delegated board members and directors are asked to complete a conflict-of-interest form on an annual basis, on which they identify other positions and responsibilities they hold. In addition, they are asked to update those details from time to time as other relevant circumstances arise.

"Declarations of interest" will be a standing item on all Board meeting agendas and any interests so declared must be recorded in the minutes of the meeting, together with any action agreed by the Board.

Review – This policy will be reviewed every 3 years in line with the schedule.