

KING'S LYNN CHRISTIAN FELLOWSHIP

ALSO KNOWN AS THE KING'S CENTRE

CONFLICT OF INTEREST POLICY

The trustees of King's Lynn Christian Fellowship acknowledge the legal obligation to act in the best interests of the charity and avoid situations where there may be a potential conflict of interest.

Conflicts of interest may arise where an individual's personal or family interests and/or loyalties conflict with those of KLCF.

Such conflicts have the potential to create problems, as it is recognised that they could:

- discourage free discussion or participation
- result in decisions or actions that are not in the interests of KLCF
- give the impression that KLCF has acted improperly

The aim of this policy is to protect both KLCF and the individuals involved from any impropriety or appearance of impropriety.

The declaration of interests

Trustees should declare their interests, and any unusual or significant gifts or hospitality received in connection with their role in KLCF, where a conflict of interest could occur, or could be perceived to occur.

The following types of interest should be declared:

- Any family relationships with paid staff and volunteers or possible recruitment of any family member
- Any unusual significant gifts or hospitality received
- A trustee renting property to the charity or having any other financial interest
- Any relationships with other groups that could influence a trustee – if he or she is member of another organisation this needs to be declared as there may be a conflict, particularly if both organisations work in the same geographical area or have the same client/user groups
- A trustee learns of an opportunity which the charity may or may not wish to exploit but which he/she wishes to take advantage of themselves or on behalf of another group

Data protection

Information provided to KLCF will be processed in accordance with data protection principles as set out in data protection legislation. Data will be processed only to ensure that trustees act in the best interests of KLCF, its members and those attending its activities.

Trustee meetings

If there is an item on the agenda of any meeting where there may be a conflict of interest, this should be declared before the item is discussed. Should additional items arise during the course of the meeting where there could be a potential conflict of interest, then this must be disclosed as soon as it becomes apparent.

Anyone who has a potential conflict of interest may be asked to leave the room for the duration of discussions or at least while a decision is being taken.

Disclosure in accounts

Any income or benefits a trustee receives from KLCF in the course of an accounting year must be disclosed.

Where it is known that a member of KLCF staff is connected to a party involved in, or benefiting from the supply of, a service or product to the charity, this information will also be fully disclosed.

Decisions taken where a trustee or member of staff has an interest

In the event of the trustees having to decide upon a question in which a trustee or member of staff has an interest, all decisions will be made by vote.

Recording disclosure of interest

All decisions, including the declared conflict and the outcome, will be reported in the minutes of the trustee meeting.