

## **Conflict of Interest**

### **Prevention of conflicts of interest within a charitable voluntary management committee**

#### **Policy statement**

Hamble Village Playschool believes that in the best interest of its members, it is important to have clear and transparent management processes. This is based on changes in charity law now enabling paid employees to become committee members. To ensure the charity is not compromised through conflicts of interest, procedures should be followed in the event of a paid employee, relations or partners of staff members or anyone else who may have a conflict of interest becoming a member of the management committee or director of a company limited by guarantee.

#### **Procedures**

- New Committee members must declare any possible conflicts of interest.
- Implications of the conflicts of interests and the effect will be discussed and a decision made.
- Procedures should be discussed as to how to manage the possible conflict. These could include ~ member asked to leave during discussions  
~ declares conflict and forfeits their vote
- These discussions will take place without the conflict of interest member present. The person will be notified of the decision and justification.
- The committee reserve the right to restrict the role undertaken on the committee or decline membership.
- All decisions and procedures implemented will be recorded to ensure future meetings are run inline with the decisions made.
- No employee can be paid for any role which forms part of their duties as a committee member and trustee, as with all members it is a voluntary post.

**Legal framework**

The Charity Act 2006

[www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

**Further guidance**

The Charity Commission [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk)

The Pre-school Learning Alliance [www.pre-school.org.uk](http://www.pre-school.org.uk)

Children's Links [www.childrenslinks.org.uk](http://www.childrenslinks.org.uk)

This policy was adopted at a meeting of **HAMBLE VILLAGE PLAYSCHOOL**

Held on ..... (date)

Date to be reviewed ..... (date)

Signed on behalf of the committee .....

Name of signatory .....

Role of signatory .....