

Conflict of Interest's Policy

"The basic principle is that trustees must not put themselves in a position where their personal interests conflict with their duty to act in the interests of the charity..." CC11- Trustees Expenses and Payments 2012:2

1 Preamble

- 1.1 A conflict of interest is any situation in which a trustee's personal interests, or interests which they owe to another body, and those of the charity arise simultaneously or appear to clash. We recognise that it is inevitable that conflicts of interest occur. The issue is not the integrity of the trustee concerned, but the management of any potential to profit from a person's position as trustee, or for a trustee to be influenced by conflicting loyalties. Even the appearance of a conflict of interest can damage the charity's reputation, so conflicts need to be managed carefully. As a charity, NBA takes seriously the importance of demonstrating integrity throughout all aspects of its work.
- 1.2 NBA acknowledges that some conflicts of interest are inevitable. Therefore the Trustees have agreed the following policy to ensure that conflicts of interest are managed properly and transparently. This policy has been based upon the guidance given in Charity Commission publication CC11 Trustee Expenses and Payments and CC29 Conflicts of Interest. These documents are available on the Charity Commission website <https://www.gov.uk/government/organisations/charity-commission> and NBA Trustees are encouraged to read them in full.
- 1.3 Each Trustee is asked to sign this policy upon commencement of each term of service, to indicate their agreement to abide by it.
- 1.4 NBA wishes to promote transparency and integrity at every level so Trustees are encouraged to be pro-active in declaring any possible conflict of interest at the earliest opportunity in any relevant discussion and to approach the Chair of Trustees if they are aware of an interest that has not been declared by another Trustee. It is the responsibility of each individual Trustee to declare any potential conflict of interest so that it can be properly managed. Any undeclared conflict of interest which is later discovered will be declared to the Charity Commission, and any monies paid may be required to be paid back in full.

2 General procedures

- 2.1 NBA will keep a Register of Interests which will be updated once a year. Individual trustees are responsible for informing NBA of any significant changes to their registered interests.
- 2.2 Council meeting agendas will include as a standing item at the start of the meeting the opportunity/reminder for Trustees to identify any agenda item on which they may potentially have a conflict of interest. The Council will determine the appropriate action needed as defined below.

3 Trustees Employed as Senior Staff Members

3.1 Payment of stipend or salary to the Senior Staff, who also serve as Trustees, is specifically authorised in Article 15 B 1) of NBA's Articles of the Association. NBA will manage this potential conflict of interest as follows:

3.1.1 Senior Staff members shall withdraw from any Council meeting or sub-committee meeting which needs to discuss or make a decision relating to their personal stipend, salary, or terms of employment. They shall not have a vote on such an issue and will not be included in the quorum for making such decisions. The minutes of the meeting will record the point at which the staff member withdrew from and re-joined the meeting, as well as recording notes of the discussion as appropriate, and the decision made.

3.1.2 If a general issue relating to stipend, salary or terms of employment is to be discussed or decided which relates to all Senior Staff members, then all Senior Staff members shall withdraw as defined above.

4 Other Payments to Trustees

4.1 Normally there shall be no payments made to Trustees other than out-of-pocket expenses and staff salaries as noted above.

4.2 From time to time the Trustees may wish to make some other sort of payment to one of their number, or a close relative, for a particular role or task to be undertaken, such as:

- i. Employing a Trustee or close relative in a permanent or temporary full- or part-time role;
- ii. Engaging a Trustee or close relative to act for NBA in a professional capacity;
- iii. Awarding a contract or project to a business or organisation in which a Trustee or close relative has a financial interest;
- iv. Paying a Trustee on an hourly or daily basis for services provided in a specific capacity or on a particular project.

4.3 Potential conflicts of interest such as these will be managed as follows:

4.3.1 The Trustee concerned will declare their interest and withdraw from any discussion or decision as soon as it becomes apparent that they or their close relative or business are a potential recipient of payment;

4.3.2 In their absence, the Council will carefully consider whether it would be in the Association's best interest to pay that Trustee or their close relative or business in that capacity, and whether there are others who could perform the task or duties equally well. Unless there are strong reasons to the contrary, the general policy of NBA is that it is preferable for payment to Trustees or their close relatives or businesses to be avoided. If the final conclusion is that there is a strong case for the Trustee or their close relative or business being best suited for the task in hand, the Chair of Trustees or Administrator will write to the Charity Commission outlining the reasons and seeking consent for the payment. No payment may be made or contract entered into until and unless consent is received. It is understood that the Charity Commission has a shortened procedure relating to payments which do not exceed £1,000 per year, but consent must still be obtained;

4.3.3 If the matter giving rise to the payment is an ongoing one, the Trustee concerned will be subject to the same procedures outlined for Senior Staff in paragraphs 3.1.1 and 3.1.2;

4.4 Where a Trustee or close relative is employed by a business or organisation but will not receive any direct financial benefit as a result of the contract or project (i.e. their normal salary/income will be unaffected), this is seen as a lesser conflict of interest, which will be managed as follows:

The Trustee concerned should declare their interest, the Council or sub-committee should consider other businesses or organisations offering a similar service before making the decision, and the Trustee concerned should abstain from voting on the issue.

REGISTER OF INTERESTS

Name

I am a member of

Baptist Church

I declare that I have the following Pecuniary interests:

Organisation	Role	Nature of Interest

I declare that I have the following Non-Pecuniary Interests:

Organisation	Role	Nature of Interest

Signed

Date