



Conflict of Interest Policy

Version: 1.0

Approved: January 2025

Review due: January 2026

Version control

Version	Amendment(s)	Date approved

1. Introduction

Friends of Berrycroft (FoB) is committed to maintaining the highest standards of integrity and transparency in all its activities. This policy outlines the procedures for identifying, disclosing, and managing conflicts of interest to ensure that all decisions made by Trustees are in the best interest of the charity.

2. Objectives

- To ensure all Trustees act in the best interests of Friends of Berrycroft.
- To provide clear guidelines for identifying and managing conflicts of interest.
- To protect the integrity and reputation of the charity.

3. Definitions

3.1 Conflict of Interest

- A conflict of interest arises when a Trustee's personal, professional, or financial interests could interfere with their ability to act in the best interests of FoB.

3.2 Related Party

- A related party includes family members, business associates, or any entity in which a Trustee or related party has a significant interest.

4. Responsibilities

4.1 Trustees

Trustees are responsible for:

- Disclosing any actual, potential, or perceived conflicts of interest.
- Abstaining from discussions and decisions where a conflict of interest exists.
- Acting in the best interests of the charity at all times.

4.2 Chair of Trustees

The Chair is responsible for:

- Ensuring that conflicts of interest are managed according to this policy.
- Facilitating discussions and decisions regarding conflicts of interest.
- Maintaining a register of interests.

5. Identifying Conflicts of Interest

5.1 Potential Conflicts

Conflicts of interest may arise in various situations, including but not limited to:

- Financial interests in a transaction or arrangement involving FoB.
- Personal relationships with individuals or entities doing business with FoB.
- Employment or consultancy roles with organizations competing with or seeking to do business with FoB.
- Being a patient of the surgery linked to the charity, which could impact decision-making related to healthcare services and policies.
- Any other situation where a Trustee's personal interests could influence their decision-making.

5.2 Disclosure

- Trustees must disclose any conflicts of interest at the earliest opportunity.
- Disclosures should be made in writing to the Chair of Trustees and recorded in the register of interests.

6. Managing Conflicts of Interest

6.1 Declaration

- At the beginning of each Board meeting, Trustees must declare any conflicts of interest related to agenda items.
- Declarations must be recorded in the meeting minutes.

6.2 Withdrawal

- Trustees with a conflict of interest must withdraw from discussions and decisions on the relevant matter.
- They must not influence or participate in the decision-making process.

6.3 Documentation

- All disclosed conflicts and actions taken to manage them must be documented in the meeting minutes and the register of interests.

7. Register of Interests

7.1 Maintenance

- The Chair of Trustees will maintain a register of interests, documenting all disclosed conflicts of interest.
- The register will be reviewed annually and updated as necessary.

7.2 Access

- The register of interests will be available for inspection by any Trustee upon request.
- Summarised information from the register may be included in the annual report.

8. Breach of Policy

8.1 Reporting

- Suspected breaches of this policy should be reported to the Chair of Trustees.
- The Board will investigate all reported breaches promptly and thoroughly.

8.2 Consequences

- Trustees found to have breached this policy may face appropriate actions, including removal from the Board.
- Serious breaches may be reported to the relevant regulatory authorities.

9. Monitoring and Review

The Chair of Trustees will monitor compliance with this policy and report to the Board on conflicts of interest. This policy will be reviewed annually by the Board of Trustees to ensure it remains relevant and effective.

10. Communication

This policy will be communicated to all Trustees and made available on the FoB website and in the Trustees' Handbook. Any updates or changes to the policy will be promptly communicated to all Trustees.

11. Policy Approval

This Conflict of Interest Policy is approved by the Board of Trustees of Friends of Berrycroft and is effective from the date below.

Approved by: (Signature)



Approved by: (PRINT NAME)

Jacqueline Harris

Chair of Trustees, Friends of Berrycroft

Date: 26/01/2025

Trustee Declaration of Interests Form



Trustee Name:	Date:
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1. Financial Interests

Do you have any financial interests (e.g. business ownership, paid employment, investments) that could affect your role as a trustee? Please list them below:

Organisation / Business Name	Nature of Interest (e.g., shareholder, employee)	Date of interest

2. Non-Financial Interests

Do you have any non-financial interests (e.g., personal connections, membership in other organisations) that could be relevant? Please list them below:

Organisation / Business Name	Nature of Interest (e.g., volunteer, family member or relative)	Date of interest

3. Potential Conflicts of Interest

Are there any situations where you may have a conflict of interest with the work or decisions of Friends of Berrycroft? If yes, please provide details:

Situation / decision area	Nature of potential conflict	Steps to manage

4. Declaration

I confirm that the information provided is correct and will notify the charity if any changes occur.

I agree to follow the charity's conflict of interest policy.

Trustee's Signature:

Date:

5. For Charity Use Only

Reviewed by:

Date reviewed:

Action(s) taken: