

## Age UK Kensington and Chelsea

<b>Title</b>	<b>Conflicts of Interest Policy</b>	
<b>Policy author and owner</b>	<b>QPDHR</b>	
<b>Date created</b>	<b>12<sup>th</sup> November 2021</b>	
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Amended and updated on		
Amended and updated on		
Amended and updated on		
Amended and updated on		
<b>Planned review date</b>	November 2024	

## Age UK Kensington and Chelsea Policy - Conflicts of Interest

At Age UK Kensington and Chelsea (AUKC), we want to prevent any conflicts of interest that may arise between trustees, members of staff and volunteers and their private or family interests or their association with other voluntary or community organisations, public authorities, commercial organisations, or other bodies.

Conflicts of interest could include, but are not limited to:

- Unfair access to information, influence, services, or resources.
- Being party to both sides of a contract or other agreement.

We acknowledge that those that work in whatever capacity for us will act with integrity, but we also recognise that having a potential conflict of interest can lead to decisions that are not necessarily in the best interests of AUKC and might be invalid or open to challenge. Conflicts of interest can also damage our reputation or diminish public trust and confidence in our services and the way in which we operate.

These harmful effects can be prevented by ensuring that we do not place those who work for us in vulnerable positions, and it is our policy that trustees and staff are required to declare their interests, and any gifts or hospitality received in connection with their role with us.

We reserve the right to challenge any matter that we believe may generate a conflict of interest. Such challenge will only be used exceptionally and reasonably. All employees are expected to place the interests of AUKC as their priority.

### Principles

Our policy is based on the following principles:

1. Trustees are elected, co-opted, or appointed to the Board to serve the interests of AUKC;  
and
2. Members of the Trustee Board should act in our interests only and without regard to their own private interests and should not derive any personal benefit or gain from the charity;  
and

3. Trustees and staff attending meetings and conferences on behalf of AUKC should always act and speak in our best interests; and
4. Staff are employed to serve the interests our organisation, its clients, and the wider community, with their actions and decisions reflecting that position; and
5. Organisations and bodies with which staff members are associated in a personal capacity should not benefit from this employment, other than the benefits that all, or significant groups of voluntary and community organisations can receive from our work.

### **Application**

This policy and procedure applies to trustees, all staff employed by AUKC whether on substantive or fixed-term, permanent, bank or temporary contracts of employment as well as volunteers.

### **Standards**

We maintain the following standards:

1. All Trustees and staff on election, co-option or appointment are required to list on a Register, all relevant interests which might influence their judgement, or which could be perceived by any reasonable assessment to do so; and
2. The declaration of interests register will be updated annually or when any changes occur to ensure that this policy remains effective.

### **Responsibilities**

All trustees and staff who present at a Board meeting (or sub-committee or working group) should make an oral declaration of any relevant interests if it relates specifically to a particular issue under consideration.

In accordance with the constitution, no trustee or member of the Executive team may acquire any interest in property belonging to the charity otherwise than as a trustee for AUKC or receive remuneration or be interested other than as a member of the Executive team in any contract entered into by AUKC.

### **Legislation**

This policy is based on UK legislation as follows:

1. The Data Protection Act 2018; and
2. Bribery Act 2010; and
3. Companies Act 2006.

### **Definition**

A conflict of interest is any situation in which the personal interest(s) owed to another body, of a trustee, employee or volunteer runs counter to those of AUKC.

Conflicts of interest occur in situations where an individual trustee, employee or volunteer stands to gain directly or indirectly through engagement in activities which may potentially affect our organisation adversely. It may also occur if that individual is engaged with an organisation which has aims that are incompatible to ours.

### **Procedure**

A Declaration of Interests form is provided for the purpose of registering and listing the types of interest to be declared.

A Register of Interests will be kept. The register will be accessible by written application to the Chief Executive in line with statutory requirements. Amendments and additions to the register will be notified to the Executive team at the following meeting. The Chair has access to the register as necessary to enable them to check whether a conflict may arise in relation to any Board agenda item.

### **Responsibility and review of this policy**

Each policy will bear a front sheet summarising the date of approval, date(s) of any amendments and proposed date of review.

Responsibility for this policy rests with the Chief Executive (AUKC) and appointed Executive Lead. The policy was approved in November 2021. It is due for review in November 2024 or sooner if circumstances demand otherwise.