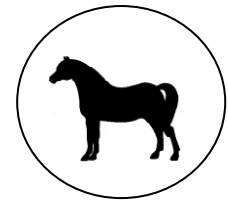


The Welsh Pony and Cob Society Cymdeithas y Merlod a'r Cobiau Cymreig



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Conflict of Interest Policy

This Policy applies to council members and all staff.

Why we have a policy

Trustees have a legal obligation to act in the best interests of the charity, and in accordance with WPCS's governing document. Staff have similar obligations.

Conflicts of interest and/or loyalties conflict with those of the WPCS. Such conflict may create problems; they can:

- Inhibit free discussion
- Result in decisions or actions that are not in the interests of the WPCS
- Risk the impression that the WPCS has acted improperly

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

The Declaration of Interests

Accordingly, we are asking [trustees] [trustees and senior staff] [trustees and all staff] to declare their interests, and any gifts or hospitality received in connection with their role in [the charity]. A declaration of interests form is provided for this purpose, listing the types of interest you should declare.

To be effective, the declaration of interests needs to be updated at least annually and also when changes occur.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the Secretary for confidential guidance.

Interests will be recorded on the charity's register of interests, which will be maintained by the Secretary. The register will be accessible by Council, Members of the Society and Staff.

Data Protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that trustees and all staff act in the best interests of the WPCS. The information provided will not be used for any purpose.

What to do if you face a conflict of interest

If you are a user of the WPCS services, or the carer of someone who uses the WPCS services, you should not be involved in decisions that directly affect the service that you, or the person you care for receive(s). You should declare your interest at the earliest opportunity and withdraw from any subsequent discussion. The same applies if you face a conflict for any other reason.

You may, however, participate in discussion from which you may indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal.

If you fail to declare an interest that is known to the Secretary and/or the Chair of Council, the Secretary or Chair will declare that interest.

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

In the event of the board having to decide upon a question in which a trustee or member of staff has an interest, all decisions will be made by vote, with a two –thirds majority. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested board members may not vote on matters affecting their own interests.

All decisions under a conflict of interest will be recorded by the Secretary and reported in the minutes of the meeting. The report will record:

- The nature and extent of the conflict
- An outline of the discussion
- The actions taken to manage the conflict

Where a trustee benefits from the decision, this will be reported in the annual report and accounts in accordance with SORP 2005 (This only applies to registered charities with income or expenditure in excess of £100,000 per annum, or to charitable companies; or to smaller charities who choose the accruals basis of accounting).

The de minimis exemption does not apply to contracts of employment with the WPCS.

Managing Contracts

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.