



## **Trustee Conflict of Interest Policy**

### **Purpose**

This policy outlines how trustees of Evolve - Tackling the Impact of Substance Misuse should identify, manage, and record conflicts of interest to ensure transparency, integrity, and effective governance.

### **Definitions**

**Conflict of Interest:** A situation where a trustee's personal interests or loyalties may affect their ability to act in the best interests of the charity.

**Financial Conflict:** A conflict related to financial gain or loss.

**Loyalty Conflict:** A conflict arising from divided loyalties between the charity and another entity.

### **Steps to Address Conflicts of Interest**

#### **Identification:**

Trustees must promptly disclose any actual, potential, or apparent conflicts of interest.

These may involve personal relationships, financial interests, or other affiliations.

#### **Dealing with Conflicts:**

Trustees should recuse themselves from discussions or decisions related to the conflict.

If a trustee is unsure, they should seek guidance from fellow trustees or legal advisors.

#### **Recording Conflicts:**

The minutes of trustee meetings should document any conflicts discussed and actions taken.

Trustees should update their declaration of interests regularly.

#### **Trustee Declaration Form**

While there's no regulatory requirement for a formal trustee conflict of interest declaration form, it's advisable to ask trustees about conflicts at the start of meetings and record them in the minutes.

Trustees should include details of the other entity/person, their relationship to the charity trustee, and the nature of the conflict.

### **Charity Commission Guidance**

Trustees must follow Charity Commission guidance (CC3: The Essential Trustee: What's Involved).

The key responsibility is to act in the charity's best interests, avoiding conflicts that compromise integrity.

Remember, transparency and proactive management of conflicts strengthen Evolves governance.

23/03/2024/AH