

MANCHESTER AND LANCASHIRE FAMILY HISTORY SOCIETY

Charity Registration No 515599

Policy Statement – [Adopted at E.C. 16 Sep 2015]

CONFLICT OF INTEREST POLICY

The Manchester and Lancashire Family History Society is a self-funding organisation managed by its officers and a committee of trustees [the Executive Committee]. The trustees have a legal duty to act in the charity's best interests when making decisions as trustees. If there's a decision to be made where a trustee has a personal or other interest, this is a conflict of interest and he/she won't be able to comply with his/her duty unless certain steps are followed.

The purpose of this policy statement is to provide a framework for the management of conflicts of interest which may from time to time arise in the course of the Society's decision-making.

Examples of Conflicts of Interest

A trustee would have a conflict of interest if the charity is thinking of making a decision that would mean:

- he/she could benefit financially or otherwise from the charity, either directly or indirectly through someone he/she is connected to
- his/her duty to the charity competes with a duty or loyalty he/she has to another organisation or person

In order to comply with their duty, trustees must take steps to avoid making decisions that could be overturned, risk the reputation of the charity or having to repay the charity if unauthorised payments are made to trustees.

Identification, prevention and recording of conflicts of interest

The Society will circulate guidance notes to existing trustees on how to identify and disclose conflicts of interest. It will also carry a standard agenda item before any meeting of trustees requiring the disclosure of any conflict of interest.

The Society will require trustees to disclose any actual or potential conflict of interest before decisions are taken on any issue before it. If an alternative way forward is not possible, the trustee must excuse himself/herself from any discussion or decision about the issue.

The Society will record in its minutes any such disclosure and the action adopted to avoid the conflict.