

Potential Conflict of Interest Policy

This policy applies to all Trustees of **Gwent Valleys Evangelism (GVE)**.

A 'conflict of interest' arises when the best interests of an individual trustee, are or could be, different from the best interests of GVE, itself. The Trustees acknowledge that it is inevitable that conflicts of interest will occur and is committed to managing these potential conflicts in order to protect GVE and the individual from any impropriety or appearance of impropriety.

Statement of Intent

GVE is committed to ensuring its decisions and decision-making processes are, and are seen to be, free from personal bias and do not unfairly favour any individual connected with the charity.

Policy

It is the policy of GVE to:

- Ensure every trustee understands what constitutes a conflict of interest and that they have a responsibility to recognise and declare any conflicts that might arise for them.
- Document the conflict and the action(s) taken to ensure that the conflict does not affect the decision making of the charity.

Procedure

All trustees are to complete a Declaration of Conflict of Interests Form annually.

When a trustee identifies that they have a potential conflict of interest they must:

- Declare it as soon as they become aware of it.
- Ensure it is entered on their Declaration of Conflict of Interests Form (ongoing conflicts), and/or appropriately minuted (one off conflicts).
- Not take part in any trustee discussions relating to this matter.
- Not take part in any decision making related to this matter.
- Not be counted in the quorum for the decision making related to this matter.

In the interests of frank and open discussion, a trustee affected by the conflict of interest must leave the room while related discussion/ decision making is taking place, unless there is good reason for them to stay.

The minutes should state:

- The declared conflict;
- That the trustee left the room, or the reason they were asked to stay;
- That the trustee took no part in discussion, or decision making on the matter;
- That the meeting was quorate (not counting the affected trustee);
- Any other actions taken to manage the conflict.

If a trustee is unsure what to declare, they should err on the side of caution and discuss the matter with the Chair of the Board of Trustees of Gwent Valleys Evangelism for confidential guidance.

Approved: 04-Mar-2025