

## **THE WHEELS PROJECT**

**31 - 32 Bonville Road**

**Brislington**

**BRISTOL BS4 5QH**

Registered Charity No: 1081236

# **CONFLICT OF INTEREST POLICY STAFF, TRUSTEES AND VOLUNTEERS**

### **Why we have a Policy**

Trustees, staff and volunteers have a legal obligation to act in the best interests of The Wheels Project Ltd and in accordance with The Wheels Project Ltd.'s governing document, avoid situations where there may be a potential conflict of interest.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of The Wheels Project Ltd.

Such conflicts may create problems; they can:

- discourage free discussion.
- result in decisions or actions that are not in the interests of The Wheels Project Ltd; and risk the impression that The Wheels Project Ltd 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**

We ask trustees, staff and volunteers to declare their interests, and any gifts or hospitality received in connection with their role in The Wheels Project. A declaration of interest form is provided for this purpose (see appendix A).

The declaration of interests needs to be updated at least annually and also when any changes occur.

The following types of interest should be declared:

- Any personal/family relationships with paid staff and volunteers or possible recruitment of any personal or family member.
- Any gifts or hospitality received
- A trustee, staff member or volunteer renting property or lending money to the charity

- Any relationships with other groups that will affect your role as trustee or member of staff – if you are a member of another organisation this needs to be declared as there may be a conflict. Particularly if both organisations work in the same geographical area or have the same client / user groups.
- You are a councilor, employee, or board member of an organisation that The Wheels Project may approach for funding or who is currently providing funding for The Wheels Project
- A trustee learns of an opportunity at a board meeting which the charity may or may not wish to exploit but which he / she wishes to take advantage of themselves or on behalf of another group.

### **Data Protection**

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 2003. Data will be processed only to ensure that trustees and staff act in the best interests of The Wheels Project Ltd. The information provided will not be used for any other purpose.

### **What to do if you face a Conflict of Interest**

If there is a situation which will be a long-term conflict this should be discussed with other trustees (in particular, the chair) at the earliest convenience and a decision made on how to proceed.

At the beginning of all meetings, you should declare immediately if there is an item on the agenda where they may be a conflict of interest.

E.g.: If you are a user of The Wheels Project Ltd services, or the carer of someone who uses The Wheels Project Ltd services, you should not be involved in decisions that directly affect the service that you, or the person you care for, receive. You should declare your interest at the earliest opportunity and withdraw from any subsequent discussion. You may, however, participate in discussions from which you may indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal.

### **Disclosure in Accounts**

Any income or benefits a trustee or member of staff receives from The Wheels Project in the course of an accounting year must be disclosed.

Where a member of the Trustees and/or staff are connected to a party involved in the supply of a service or product to the charity, this information will also be fully disclosed in the annual report and accounts.

### **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, in line with the organisation's constitution.

## **Recording Disclosure of Interest**

All decision, including the declared conflict and the outcome should be reported in the minutes of the board.

## Appendix A

### The Wheels Project Ltd Declaration of Interest Form

I \_\_\_\_\_ have set out below my interest in accordance with the Trust's Conflict of Interest Policy.

Category	Please give details of the interest and whether it applies to you or where appropriate a connected person.
Current employment and any previous employment in which the Trustee continues to have a financial interest	
Appointments (voluntary or otherwise) e.g.: trusteeships, directorships, local authority, membership, tribunals etc	
Membership of any professional bodies, special interest groups or mutual support organisations	
Investment in companies, partnerships and other forms of business major shareholdings, beneficial interest where these are felt to constitute a potential conflict of interests.	
Any contractual relationship with The Wheels Project	
Ownership of any property that could create a conflict of interest	
Gifts or hospitality offered by external bodies and whether this was declined or accepted in the last twelve months	
Any other conflicts that are not covered above where there could be perceived to be conflicts of interest	
Any other people, organisations, companies, or institutions with whom you are connected whom you have not already referred to on this form	

To the best of my knowledge, the above information is complete and correct. I undertake to update on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Position in The Wheels Project: \_\_\_\_\_

Date: \_\_\_\_\_