Policy on Registering Interests as a Trustee and Managing Conflicts

Introduction

It is the duty of all charity trustees to register their interests, keep the organisation up to date if those interests change, and ensure any conflicts of interest, including potential conflicts are highlighted and managed appropriately.

Section 112 of SCVO’s Constitution sets out the general duties of trustees, including:

“112.3 in circumstances giving rise to the possibility of a conflict of interest between SCVO and any other party:

112.3.1 put the interests of SCVO before that of the other party;

112.3.2 where any other duty prevents them from doing so, disclose the conflicting interest to SCVO and refrain from participating in any deliberation or decision of the other charity trustees with regard to the matter in question.”

Detail

1. On appointment, trustees are required to declare any and all relevant interests and, during meetings of the Board, draw these interests to the attention of the Convener immediately it becomes apparent that such an interest has relevance to a matter under consideration by the Board. The form for recording Trustees’ interests is at appendix 1 below.

2. If the interest is a financial one, for example if they or their employer are a beneficiary or a potential beneficiary, then the Trustee is obliged to withdraw from the meeting and take no further part in the deliberations or decision-making process on the matter.

3. Where the interest is not financial but might be reasonably considered to be significant, it will be for the Convener to determine whether the interest is sufficiently substantial to warrant the trustee being asked to leave the meeting, or abstain from voting.

4. In either 2 or 3 above, the interest declared and the action taken will be recorded in the Minutes of the meeting and the Register of Trustees’ Interests checked and, if necessary, amended.

5. If the interest concerns family or personal connections with individuals in SCVO or any organisation likely to benefit from the matter under discussion, or business or other relationships with individuals, the trustee would not normally be asked to abstain from voting or to leave the meeting, but would require to state clearly and have recorded, the nature of their interest.

6. If a trustee, or the organisation in which they work, is a recipient of goods or services provided by SCVO, including funding from grants administered by SCVO, it should be declared on the Register of Interests or when it arises thereafter.

7. The Register of Interests will be reviewed annually, but trustees should also record additional interests or changes to existing ones as they arise throughout the year.

Appendix 1

Register of Trustee’s Interests

SCVO Trustees are required to declare all relevant interests, on appointment and at meetings of the Board.

The Register and the information contained in the Trustees’ Consent Form will be be made routinely available to all members of the Board and on request to members, funders and the public, in these latter instances *always with the proviso that no contact or sensitive details will be divulged without permission in order to safeguard the Trustee’s privacy.*

The following details should be recorded below.

* Details of any significant consultancies undertaken over the last five years
* Any financial stake in relevant organisations, or as a beneficiary of such an organisation
* Any spouse, partner or other personal connection in SCVO or other relevant organisations, or as a beneficiary of such an organisation
* Any goods or services you or your organisation receives from SCVO, including grant funding
* Any other interest which might be reasonably construed as creating a conflict of interest.

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***Please continue on a separate sheet if required***