



Conflict of Interest Policy

The following policy was agreed at the Parochial Church Council (PCC) meeting on 4th September 2019 and will be reviewed annually.

As legal trustees of the charity 'Holy Trinity, Shaw', members of the PCC are under a legal obligation to act in the best interests of the charity. Amongst other things, that requires them to avoid anything that prevents decisions being taken by reference to other considerations. It also follows that they need to avoid putting themselves in a position in which their duty to act only in the best interests of the charity could conflict with any personal interest they may have.

The church and its members form an integral part of the life of the community and this may, at times, give rise to conflicts of interest for individual members of the PCC. This policy is designed to ensure that the discussions and decisions of the PCC are not influenced by any other interests. Its purpose is to make sure that everything that may affect an individual charity trustee's contribution to a decision is identified, dealt with appropriately and recorded.

1. This policy applies to all members of the PCC, the Standing Committee and any other committees or working parties set up by the PCC.
2. A conflict of interest is any situation in which a member's personal interests or loyalties could prevent, or could be seen to prevent, the member from making a decision only in the best interests of the PCC. Such a situation may arise either:
 - a) where there is a potential financial benefit to a member, whether directly or indirectly through a connected person (such as a close family member or business partner); or
 - b) where a member's duty to the PCC may compete with a duty of loyalty he or she owes to another organization or person (e.g. by virtue of being a trustee or committee member of a body which has an interest in the matter).
3. All members of the PCC should complete and sign a Declaration of Interests form (see Appendix) on appointment and thereafter whenever any changes occur. These will be reviewed annually and will form the basis of a Register of Interests held by the Secretary on behalf of the PCC.
4. In addition, any conflicts of interest relating to specific matters are to be declared to the Chair of the meeting as soon as the agenda is circulated. They must also be declared at the meeting when the relevant agenda item is reached.
5. Subject to paragraph 7, where a conflict of interest arises in connection with a personal benefit, the member concerned must withdraw from the meeting and not take part in any discussions relating to it.
6. Subject to paragraph 7, where a conflict of loyalty arises, the PCC will consider what level of participation, if any, is acceptable on the part of the conflicted member, having regard to the duty to act in the best interests of the PCC. However, the normal expectation will be that the conflicted member should withdraw from the meeting during discussion of the item of business in question.

7. A member need not withdraw from a meeting if his or her interest (whether financial or non-financial) is common to a class of persons and is neither (i) significant nor (ii) substantially greater than the interests of other members of that class.
8. The existence of a conflict of interest must be recorded in the minutes, together with the decision as to how it should be dealt with.

Signed

A handwritten signature in black ink, appearing to read 'Katy Cunliffe', written over a horizontal dashed line.

Reverend Katy Cunliffe
Vicar & PCC Chair

APPENDIX: Declaration of Interests Form

The information provided in this form will be processed in accordance with data protection principles as set out in the Data Protection Act 2018. Data will be processed only to ensure that Trustees act in the best interests of the charity. The information provided will not be used for any other purpose.

I as trustee of Holy Trinity Shaw have set out below my interests in accordance with the organisation’s conflicts of interest policy.

Category	Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection
Current employment and any previous employment in which you continue 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	
Investments in unlisted companies, partnerships and other forms of business, major shareholdings and beneficial interests	
Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months	
Do you use, or care for a user of the organisation’s services?	
Any contractual relationship with the charity or its subsidiary	
Any other conflicts that are not covered by the above	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information 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.

Signed:

Position:

Date: