



**ENABLE**

The Voluntary and Community Sector  
Learning and Skills Consortium

# **Conflict of Interest Policy**

### Change History

<b>First Published:</b>		12/09/2012	<b>Originally Created by:</b>	SMT
<b>Person Responsible for Policy:</b>		Enable CEO		
<b>Date of Review</b>	<b>Reviewed by</b>	<b>Policy changes</b>	<b>Approved by</b>	<b>Date of next review</b>
19 Feb 2018	Standards Officer	Changes to job titles to reflect new organisational restructure. Small changes to wording and referencing	Operations Manager	23 July 2018
13/09/2018	Standards Officer	No Change	Operations Manager	17/09/2019
21/04/2020	SMT	No Change	CEO	21/04/2021

### Strategic Commitment

All staff, volunteers, and Board Members of Enable will strive to avoid any conflict of interest between the interests of the organisation, and personal, professional, and business interests. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

### Purpose

The purposes of this policy are to protect the integrity of the Enable's decision-making process, to enable stakeholders to have confidence in the organisation's integrity, and to protect the integrity and reputation of volunteers, staff and Board Members.

Examples of conflicts of interest include:

- 1 A Board Member/staff or volunteer who is also a user may be faced with a decision in a committee meeting regarding whether fees for users should be increased.
- 2 A Board Member/staff or volunteer who is related\*\* to a member of staff and there is decision to be taken on staff pay and/or conditions at a committee meeting.
- 3 A Board Member/staff or volunteer who is related\*\* to a user that is taking a programme of learning accredited through Enable's scheme approval.
- 4 A Board Member/staff or volunteer who is also on the committee of another organisation that is competing for the same funding.
- 5 A Board Member/staff or volunteer who has shares in a business that may be awarded a contract to do work or provide services for the organisation or is a director, partner or employee or related to someone who is\*\*.

### Policy

Upon appointment each Board Member/staff or volunteer will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated annually or as appropriate.

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Board Members/staff or volunteers will comply with any requirements stipulated by organisations that we have a contractual relationship e.g. skills funding agency; awarding bodies.

In the course of meetings or activities, Board Members/staff or volunteer will disclose any interests in a transaction or decision where there may be a conflict between the organisations' best interests and the Board Members/staff or volunteers' best interests or a conflict between the best interests of two organisations that the Board Member is involved with. If in doubt the potential conflict must be declared anyway and clarification sought.

In the case of a conflict of interests arising for a Board Member/staff or volunteer because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the memorandum or the articles, the unconflicted Board Members/staff or volunteers may authorise such a conflict of interests where the following conditions apply:

1. The Charity Commission's permission is sought before a benefit for a Board Member/staff or volunteer may be authorised that isn't otherwise authorised in the Memorandum of Articles or already authorised in writing from the Commission.
2. the Board Member/staff or volunteer who has declared the conflict of interest withdraws from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
3. the Board Member/staff or volunteer who has the conflict of interest does not vote on any such matter and is not to be counted when considering whether a quorum of Board Members/staff or volunteer is present at the meeting;
4. the other Board Members/staff or volunteer who have no conflict of interest in this matter consider it is in the interests of the charity to authorise the conflict of interest in the circumstances applying.
5. Any such disclosure and the subsequent actions taken will be noted in the minutes.

For all other potential conflicts of interest the advice of the Charity Commission will be sought and the advice recorded in the minutes. All steps taken to follow the advice will be recorded.

This policy is meant to supplement good judgment, and staff, volunteers and Board Members should respect its spirit as well as its wording.

\*\* A relative may be a child, parent, grandchild, grandparent, brother, sister, spouse or civil partner of the Board Member or any person living with the Board Member as his or her partner'

### **Implementation**

Review this policy at least every year, and report on progress annually. We are committed to continuous improvement.

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

**Position:** \_\_\_\_\_

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