

Bishop's Stortford Baptist Church (BSBC)

Conflict of Interest Policy

Policy & procedure for Trustee Board and staff

BSBC Trustees want to prevent any conflict of interest that may arise between their role as Trustees of BSBC and their private or family interests or their association with other voluntary or community organisations, public authorities, commercial organisations or other bodies. Similarly, members of the Trustee Board want to avoid any conflicts of interest that may arise for BSBC staff, given that staff are or have been associated in a personal capacity with specific voluntary or community organisations, public authorities, commercial organisations or other bodies.

Conflicts of interest could include, but are not limited to:

- unfair access to information, influence, services or resources
- being a party to both sides of a contract or other agreement

Principles

- Trustees are elected, co-opted or appointed to the Board to serve the interests of BSBC.
- BSBC Trustees should act in the organisation's interests only and without regard to their own private interests and should not derive any personal benefit or gain from the charity.
- Organisations or bodies with which Trustees are associated should not benefit from their BSBC trusteeship, other than the benefits that all, or significant groups of voluntary and community organisations can receive from BSBC and its work.
- Staff are employed to serve the interests of BSBC.
- Organisations and bodies with which staff members are associated in a personal capacity should not benefit from this employment, other than the benefits that all, or significant groups of voluntary and community organisations can receive from BSBC and its work.

Register of Interests

- All Trustees and staff on election, co-option or appointment are required to declare all relevant interests which might influence their judgement or which could be perceived (by a reasonable member of the public) to do so.
- It is the responsibility of all Trustees and staff to notify the Church Secretary of any relevant change of circumstances as they occur. Relevant interests shall be open to reasonable enquiries by individuals on application to the Church Secretary

Declarations of interest at BSBC Leadership Meetings

- All Trustees and others present at a Leadership Meeting (or sub-committee or working group) should make an oral declaration of any relevant interest if it relates specifically to a particular issue under consideration (and does not relate to all, or a significant group of, voluntary and community organisations). Oral declarations should be recorded in the minutes of the meeting.

- If the outcome of any discussion at a Leadership Meeting (or sub-committee or working group) could have a direct financial effect on a Trustee or on a voluntary or community organisation or other body in which the Trustee has a relevant interest (other than an interest which relates to all, or a significant group of, voluntary and community organisations), the Trustee should not participate in the discussion or determination of matters and should withdraw from the meeting. Withdrawals shall be recorded in the minutes of the meeting.
- If the outcome of any discussion at a Leadership Meeting (or sub-committee or working group of the Board) could have a direct financial effect on anyone else present or on a voluntary or community organisation or other body in which the individual has a relevant interest (other than an interest which relates to all, or a significant group of, voluntary and community organisations), the individual should not participate in the discussion and should withdraw from the meeting. Withdrawals shall be recorded in the minutes of the meeting.
- If a Trustee has any other interest which does not create a real danger of bias, but which might reasonably cause others to think it could influence their decision, they should declare the nature of the interest, but may remain in the room, participate in the discussion, and vote if they wish.
- The Church Secretary should include in their report for each Trustees' meeting details of any contracts/agreements to be entered into prior to the next meeting of the Trustees and any potential conflicts known to him/her.

Representation

- Trustees and others attending meetings and conferences on behalf of BSBC should at all times act and speak in the best interests of BSBC, following the agreed policy of BSBC.
- Trustees and others attending meetings and conferences in a personal capacity, or on behalf of a voluntary or community organisation or other body, may at times be able to usefully support the best interests of BSBC. In such circumstances they should make it clear in which capacity they are acting or speaking.
- Trustees and others who may be placed in any conflict of interest while attending meetings and conferences should discuss their concerns at the earliest possible opportunity with the Senior Minister or Church Secretary.

Staff Conflict of Interest

- Staff will not be concerned or interested in any other business or activity that is in conflict with the principles or work of BSBC.
- Staff must avoid activities, investments or associations which might interfere with their independent exercise of judgement in BSBC's best interest.
- Staff holding formal Trustee Board/Management Committee/Company Director positions outside of BSBC should make these known to the Church Secretary.
- Staff may not accept, directly or through a member of their immediate family, any gratuitous payment, loan at other than at fair market rate, service or gift, accommodation of value from any other party doing or seeking to do business with BSBC.
- All offers of gifts will be politely decline unless this is likely to cause offence. In any event, all offers of gifts, even if trivial, will be reported to the line manager.

- Acceptance of entertainment, travel or gift of a character which reasonably might be deemed to others to affect the judgement or actions of staff members would also violate this policy.
- Staff must devote the whole of their time attention and abilities during their hours of work to their BSBC duties. Staff must not undertake, directly or indirectly, any other duties during their hours of work unless they have the previous written authority of the Church Officers.

Any exceptions, or potential exceptions, to this policy must be discussed at an appropriate meeting of the Trustees of BSBC

This policy is to be read in conjunction with the following policies and documents:

- Confidentiality
- Code of Conduct

This policy was adopted by the Trustees on 8th July 2019 and will be reviewed every three years.