

## **Faversham Society Conflicts of Interest Policy**

This policy has been drafted in recognition that conflicts of interests may from time-to-time arise for both trustees of the Faversham Society and serving members of the committees that are empowered to make proposals for action to, or have delegated responsibility for decision-making on behalf of, the Society's Board of Trustees. The purposes of this policy is to protect the integrity of the Society's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers and trustees.

Examples of potential conflicts of interest may include, but are not limited to:

- 1 A trustee or volunteer who undertakes paid or unpaid work relating to individual planning applications that will be considered by the Board of Trustees or committees*
- 2 A trustee or committee member who is related to a volunteer and there is decision to be taken on regarding their work*
- 3. A trustee or committee member is related to any persons, or has a business interest in an organisation, being considered for paid contract work for the Society*
- 4 A trustee or committee member who has a personal interest in individual planning applications to be considered by the Board of Trustees or committees, for example, ownership of a neighbouring property or personal relationship with the planning applicant*

### **Managing conflicts of interests - trustees**

Upon appointment each trustee will make a full, written disclosure of standing interests to the Society Chair, 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 as appropriate. Trustees will be asked for updates on interests on an annual basis, and information will be available upon request to the Chair of the Society.

In recognition that conflicts of interest may arise in discussion of individual decisions and actions by the Board of Trustees, particularly in relation to work on planning applications, trustees will disclose any potential conflicts of interest relating to individual agenda points at the beginning of each meeting, and this will be reflected in the minutes. Where conflicts of interest have been identified, the trustee or trustees with potential conflicts will absent themselves from discussion of that agenda point and any corresponding vote by leaving the room/online meeting for the duration of that agenda point.

### **Managing conflicts of interests – committee members**

Upon joining any committee of the Society, committee members will be asked to disclose potential conflicts of interest. At the beginning of each committee meeting, the Chair will ask for declarations of potential conflicts of interest, which will be noted in minutes. Should a committee member have a potential conflict of interest, they will absent themselves from discussion of the relevant agenda point and any corresponding vote by leaving the room/online meeting for the duration of that agenda point.

Date Adopted: 31<sup>st</sup> January 2023

## Declaration of Trustees Interest Form

I, \_\_\_\_\_, have set out my interests below in accordance with the Faversham Society's Conflicts of Interest Policy.

| Category   | Details |
|--|---------|
| Paid employment or contract work   |         |
| Appointments (voluntary or otherwise) e.g. trusteeships, directorships, political appointments |         |
| Investments or shareholdings   |         |
| Paid work undertaken for the Faversham Society   |         |
| Gifts or hospitality received by external bodies   |         |
| Any other potential conflicts of interest not covered in categories above                      |         |

Signed ..... Date .....