



**Hope and Aid Direct**

**Trustees Conflicts of Interest**  
**and**  
**Governance Policy**

# Change & Approval Record

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# **TRUSTEES CONFLICTS OF INTEREST AND GOVERNANCE POLICY**

## **Rationale**

Hope and Aid Direct (HaAD) trustees have a responsibility to understand the environment in which the charity is operating and to lead the charity in fulfilling its purposes as effectively as possible with the resources available. To do otherwise would be failing beneficiaries, funders and supporters.

The board's core role is a focus on strategy, performance and assurance. It also sets the tone including its vision, values and reputation.

The board, as a whole, and trustees individually, accept collective responsibility for ensuring that HaAD has a clear and relevant set of aims and an appropriate strategy for achieving them.

The board makes sure that its decision-making processes are informed, rigorous and timely, and that effective delegation, control and risk-assessment, and internal management and financial controls are set up and monitored.

## **Trustee Meetings**

Trustee meetings are held at least once a quarter. A regular, agreed agenda is followed, which includes Strategy, Financial performance and Risk. Minutes are taken and any actions are assigned with proposed completion dates. These are followed up accordingly.

At least annually a full review is undertaken to assess Risk.. In addition, annually a full review of the organisations Internal Financial controls is undertaken to determine if they are still fit for purpose or require any amendments.

# Conflicts of Interest

Trustees have a duty to act in the best interest of the charity. A conflict of interest, or conflict of loyalty, is **any situation where a trustee's personal interests or interest they owe to another person or body may influence a trustee's decision making.**

There are 2 common types of conflict of interest:

- **Financial conflicts** - when a trustee, or person or organisation connected to them, could get money or something else of value from a trustee decision. This does not include the payment of expenses.
- **Loyalty conflicts** - other reasons, a board member might not be able to make decisions that are best for the charity.

Generally, a potential conflict of interest will occur when a board member has a connection to another organisation or person that we have a financial, or other working arrangement with, either as:

- Family – his or her partner, child etc or:
- Organisation – as a trustee, board member, member of staff or similar.

Trustees are required to disclose before a meeting if there are any actual or potential conflicts to any of the board's agenda items and will abstain from voting on that particular item.

## Managing Trustee Conflict of Interest

To manage these issues, the Board will ask themselves these kinds of questions:

- Is this the best use we might make of our limited resources?
- If so, might anyone else be able to provide this service?
- If there are others, in terms of cost, quality, availability etc, who would be the best provider?

## Recording Charity Trustee Decisions

Conflicts of interest will be recorded in the minutes, together with the key points and decision(s) made, in sufficient detail to enable a reader to understand the issue and the basis on which the decision was made.

## Related documents

1. Internal Risk Management Policy
2. Generic Risk Assessments Template