

Trustee Conflict of Interest Policy - Reuse Littleborough

1. Purpose

The purpose of this policy is to ensure that the trustees of Reuse Littleborough act in the best interests of the charity and that any potential or actual conflicts of interest are properly identified, disclosed, and managed. This policy also outlines circumstances under which trustees may access existing funds to support projects without causing a conflict of interest.

2. Scope

This policy applies to all trustees of Reuse Littleborough and extends to situations involving personal interest, financial or otherwise, that may conflict with the duty a trustee owes to the charity.

3. Definition of a Conflict of Interest

A conflict of interest arises when a trustee's personal interests or loyalties could, or could be seen to, influence their decision-making. This includes:

- Financial interests (e.g. a trustee stands to gain financially from a decision of the charity).
- Personal benefit (e.g. using their position to gain advantage for themselves or a connected person).
- Loyalties to other organisations or individuals that may compete with their duties to the charity.

4. Trustee Access to Charity Funds

Reuse Littleborough recognises that trustees may also be involved in delivering projects that align with the charity's aims and objectives. To support this, the charity allows trustees to access existing funds for project-related purposes, provided that:

- The project aligns with the charitable objectives of Reuse Littleborough.
- The trustee does not participate in any decision-making process regarding the approval or allocation of funds to their own project.
- The proposal is subject to scrutiny and approval by the remaining disinterested trustees or an independent subcommittee, who confirm it is in the charity's best interests.
- Full disclosure is made by the trustee at the earliest opportunity.
- The terms and purpose of the funding are documented and monitored.

5. Procedures for Managing Conflicts of Interest

- Trustees must declare any personal interest (financial or non-financial) at the earliest opportunity and withdraw from any discussion or decision where a conflict exists.
- All disclosed interests must be recorded in the charity's Register of Interests.

- Where a potential conflict arises, the remaining trustees must decide how to manage it, which may include:
 - Allowing the trustee to participate with restrictions.
 - Requiring the trustee to withdraw from the decision-making process.
 - Seeking independent advice if necessary.

6. Benefits to Trustees

In accordance with the charity's governing document and relevant laws and regulations, trustees may only receive benefits from the charity (including payments or reimbursement) if:

- It is expressly permitted by the governing document or authorised by the Charity Commission.
- It is in the charity's best interest and is approved by disinterested trustees.
- The benefit is transparent, proportionate, and documented.

7. Annual Review and Updates

This policy will be reviewed annually or whenever circumstances change, to ensure continued compliance with charity law and best practice.

8. Approval and Adoption

This policy was approved and adopted by the Board of Trustees of Reuse Littleborough on [Insert Date].

Signed:

Chair of Trustees: _____

Date: _____