

THE ABBEYFIELD FERRING SOCIETY LTD POLICY & PROCEDURE/GOOD PRACTICE GUIDELINES

Policy Ref:	AF013	Effective date:	March 2019
Owner:	Abbeyfield Ferring Society	Review date:	March 2021

Title:	Conflict of Interest Policy
1. Background	Abbeyfield Ferring Society is committed to providing services that enhance the quality of life for older people and developing services that will meet the needs of future generations. This commitment is based on the Guiding Principles, Mission and Values of Abbeyfield Ferring Society.
2. Objectives	<p>The aim of this policy is to:</p> <ul style="list-style-type: none"> • Protect both Abbeyfield Ferring Society and individuals involved from actual impropriety and the appearance of impropriety • Put into place a process which will ensure the integrity of decisions made by Abbeyfield Ferring Society staff and the Society's decision making processes in general; and thereby, ensure that Abbeyfield Ferring Society's service users and members of the public have confidence in Abbeyfield Ferring Society's integrity and reputation • Provide information and guidance to members of staff and volunteers: <ul style="list-style-type: none"> a) On Abbeyfield Ferring Society's responsibilities, and those of its staff and volunteers in acting in the Society's best interests b) On how to identify and report any potential conflicts of interest members of staff and volunteers may have as soon as they become apparent and; c) On how a conflict of interest will be managed
3. Scope	This policy applies to all Abbeyfield Ferring Society staff and volunteers.
4. Policy	It is Abbeyfield Ferring Society's policy to conduct all of its business in an honest, fair and ethical manner. To that end, it is important that all decisions which Abbeyfield Ferring Society makes in relation to its dealings and business relationships with third parties are fair and seen to be so.
4.1.	<p>What is a Conflict of Interest</p> <p>A conflict of interest may arise where an individual's personal or family interests and/or loyalties conflict with those of the charity. Such conflicts may create problems, and can:</p> <ul style="list-style-type: none"> • Inhibit free discussion • Result in decisions or actions that are not in the interests of the charity; and risk the impression that the charity has acted improperly
4.2.	<p>Conflicts will inevitably arise</p> <p>It is inevitable that conflicts will arise, from time to time, between the interests of staff, volunteers and Abbeyfield Ferring Society's interests. It is important that when a conflict does arise or may arise, it is disclosed as soon as possible so that it can be managed</p>

THE ABBEYFIELD FERRING SOCIETY LTD POLICY & PROCEDURE/GOOD PRACTICE GUIDELINES

Policy Ref:	AF013	Effective date:	March 2019
Owner:	Abbeyfield Ferring Society	Review date:	March 2021

	properly.
4.3.	<p>Identifying Conflicts of Interest</p> <p>There are several types of conflict. Typical examples include conflicts which lead to a direct or indirect financial gain for the individual and conflicts of loyalty.</p>
4.4.	<p>Your Responsibilities</p> <ul style="list-style-type: none"> • All Abbeyfield Ferring Society staff and volunteers must ensure that they read, understand and comply with this policy • The identification and disclosure of conflicts of interest is the responsibility of all Abbeyfield Ferring Society staff and volunteers • If you become aware of any potential conflict(s) of interest, you must follow the Internal Procedure set out in Section 10. • Any member of Abbeyfield Ferring Society staff who fails to do so may face disciplinary
4.5.	<p>The Declaration and Register of Conflicts of Interest</p> <p>Abbeyfield Ferring Society staff and volunteers must declare their conflicts of interests when they arise, including gifts and hospitality received, and these will be recorded in the Register of Conflicts of Interests by their line manager who will also notify the Chief Operating Officer.</p> <p>The receipt of gifts is covered in the Gifts, Wills and Legal Matters Policy and Procedures.</p>
4.6.	<p>Managing Contracts</p> <p>If a member of staff or volunteer has a conflict of interest, that member of staff or volunteer must not be involved in managing or monitoring a contract in which he/she has an interest.</p>
4.7.	<p>Abbeyfield Ferring Society and Conflicts of Interest</p> <p>Members of the Executive Committee and Senior Managers have an obligation to act in the best interests of the charity and in accordance with the governing documents. Staff and volunteers have similar obligations.</p> <p>Members of the Executive Committee and Senior Managers should declare their interests (on appointment or election or as soon as practicable) and any gifts or hospitality received in connection with their role in the charity. Trustees' interests will be recorded on the Register of Conflicts of Interests which will be maintained by the Chief Operating Officer. By law, as well as under the Articles, Trustees have a duty to avoid Conflicts of Interest.</p>

THE ABBEYFIELD FERRING SOCIETY LTD POLICY & PROCEDURE/GOOD PRACTICE GUIDELINES

Policy Ref:	AF013	Effective date:	March 2019
Owner:	Abbeyfield Ferring Society	Review date:	March 2021

4.8.	<p>Board Meetings</p> <p>Members of the Executive Committee and Senior Managers must declare an interest at the beginning of any meeting or at any time other time during a meeting when appropriate. Conflicts of Interest must be the first item on a meeting agenda.</p> <p>Trustees should apply the same standards regarding the declarations of interests and non-involvement in relevant business with Abbeyfield Ferring Society staff and volunteers and in informal business.</p> <p>If a Trustee or Senior Manager is a user of Abbeyfield Ferring Society’s services or the carer of someone who uses the Society’s services, they must not be involved in decisions that directly affect the service they receive.</p> <p>Trustees and Senior Managers must declare their interest at the beginning of any meeting. The same applies if the Trustee faces a conflict for any other reason. The Trustee may however, participate in discussions from which they may indirectly benefit for example where the benefits are universal to all users or where their benefit is minimal.</p>
4.9.	<p>Decisions taken where a trustee has an interest</p> <p>The Articles set out the procedure to follow where the decisions are taken where a Trustee has an interest. All decisions under a conflict of interest shall be minuted by the note taker.</p>
4.10.	<p>Data Protection</p> <p>The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that volunteers and all staff act in the best interests of Abbeyfield Ferring Society. The information provided will not be used for any other purpose.</p>
5. Finance	TBC
6. Supporting Appendices	<ul style="list-style-type: none"> • Register of Conflicts of Interest
7. Linked policies	<ul style="list-style-type: none"> • Anti-Bribery Policy • Gifts, Wills and Legal Matters Policy and Procedure • Data Protection Policy
8. Legislation / Regulation	<ul style="list-style-type: none"> • Companies Act 2006 • Charities Act 2011 • Trustee Act 2000
9. Review	Every year, subject to any regulatory or legislative updates.

THE ABBEYFIELD FERRING SOCIETY LTD POLICY & PROCEDURE/GOOD PRACTICE GUIDELINES

Policy Ref:	AF013	Effective date:	March 2019
Owner:	Abbeyfield Ferring Society	Review date:	March 2021

10. Procedure / Guidance	
10.1	Internal Procedure:
10.1.1	The Declaration and Register of Conflicts of Interests Abbeyfield Ferring Society requires staff and volunteers to declare their interests and any gifts or hospitality received in connection with their role in the charity. The receipt of gifts is covered in the Gifts, Wills and Legal Matters Policy and Procedures.
10.1.2	If a member of staff or volunteer has a conflict of interest, the individual must not be involved in any decision making relating to that particular situation.
10.1.3	If the member of staff or volunteer is not sure whether a situation gives rise to a conflict of interest then they should raise that concern with their line manager. This applies whether the conflict is one which the member of staff or volunteer has with Abbeyfield Ferring Society or one which he/she believes another member of staff or volunteer has with the Society.
10.1.4	If the individual's concern relates to the Chairman of the Executive Committee the individual must notify the Chief Operating Officer who will inform the Vice Chairman/ another member of the Executive Committee.

Appendix 1: Register of Conflicts of Interest

DATE	DEPT	NAME	DESCRIPTION OF CONFLICT	DATE OF NOTIFICATION TO LINE MANAGER	DATE OF NOTIFICATION TO DIRECTOR	DATE OF NOTIFICATION TO COMPLIANCE OFFICER & CEO	DECISION OF COMPLIANCE MANAGER & CEO