**NBC CONFLICT OF INTEREST POLICY**

**Introduction**

This policy applies to all Members of Northchurch Baptist Church (NBC) especially to the

staff team and Trustees.

All Trustees, employees, and members of NBC have a duty to act in the best interests of NBC when making decisions in their NBC roles.

If there is a decision to be made where a Trustee or employee or member has a personal or other

Interest that may influence their judgement or decision making, this is a conflict of interest and they will not be able to comply with their duty unless certain procedures are followed.

This policy describes situations in which conflicts of interest may arise and the procedures

to follow.

**About conflicts of interest**

A conflict of interest arises, for example, when a Trustee is making a decision about the

charity that would result in a financial benefit either directly or through someone who is

connected to the Trustee.

Charity Trustees have a legal duty to avoid conflicts of interest.

**Managing conflicts of interest**

Conflicts of interest may be inevitable. Therefore, it is necessary to act to prevent them

from interfering with the ability to make a decision in the best interests of the charity.

The Charities Commission recommends following a three-step approach (identify,

prevent, record) so that Trustees are able to comply with their duty.

1. Identify conflicts of interest. All NBC Members, Trustees and staff are required to

declare their interests, and any gifts or hospitality received in connection with their

role, that may be perceived to create a conflict of interest.

In the course of meetings or activities, Members should disclose any interests in a transaction

or decision where there may be a conflict between the church’s best interests and the

Member’s best interests, or a conflict between two organisations that the Member is

involved with. If in doubt, the conflict must be declared any way and clarification sought.

2. **Prevent the conflict of interest**. Once a conflict of interest is identified, prevent it

from affecting the decision-making by:

* finding an alternative way forward which doesn’t involve the conflict of interest

(particularly if the issue is serious).

* taking appropriate steps to manage the conflict (if it’s less serious), which will

usually mean that the person affected doesn’t take part in discussions about the

issue.

In the event of a conflict of interest which could affect the aims and objectives of NBC, the

person(s) involved may not participate in any decision on matters affecting that interest.

3. **Record a conflict of interest.** Keep a written record of the conflict of interest and

how it is dealt with in the Trustees minutes. Explain:

• what sort of conflict of interest it was

• which Trustee(s) or employee(s) was affected

• if any conflicts of interest were declared in advance

• an outline of the discussion

• if anyone withdrew from the discussion

• how the decision is made in NBC’s best interest

All decisions under a conflict of interest will be recorded in the minutes of the meeting.

The minute will record: the nature and extent of the conflict and the actions taken to

manage the conflict.

Where a Trustee, Church Member or employee benefits from the decision, this will be

reported in the annual report and accounts produced.

**DOCUMENT CONTROL**

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**REVISION HISTORY**

The document owner or delegate reviews this procedure at least every three years and approves changes in accordance with NBC policies, Baptist Union guidelines and /or Advisory documents provided by the Charity Commission.

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