

Conflict of Interest Policy

Trustees and Directors

Trustees and UK Latin Community Directors have a legal obligation to act in the best interests of UK Latin Community CIC; in accordance with the UK Latin Community governing document; and to avoid situations where there may be a potential conflict of interest.

Conflicts of interest may arise where an individual's business, personal or family interests and/or loyalties conflict with those of the UK Latin Community CIC. Such conflicts may create problems; they can:

- inhibit free discussion;
- result in decisions or actions that are not in the best interests of UK Latin Community CIC; and
- risk the impression that UK Latin Community CIC has acted improperly.

Conflicts of interest can also damage UK Latin Community CIC's reputation or public trust and confidence in charities generally. These harmful effects can be prevented where conflicts can be identified, and the Trustee body and Directors can act to prevent them from affecting their decision making.

The aim of this policy is to protect both the Trustees/Directors and UK Latin Community CIC from any appearance of impropriety.

Declaration of Interests

Trustees and Directors are required to declare their interests, and potential conflicts, at the time of joining UK Latin Community and then annually. A Declaration of Interests Form is provided for this purpose.

To be effective, the declaration of interests will be updated at least annually, and also as and when any changes occur. If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the Chair of the Board for confidential guidance.

Declared interests will be maintained within a Register of Interests, which will be maintained by UK Latin Community's Head of Governance. The Chair of the Board will ensure transparency of the Register with the Trustee body and Directors.

In addition to providing information for the Register, at the beginning of a Board meeting, each Trustee and/or Director should declare:

- any interests that he or she has, directly or indirectly, in any items to be discussed at the meeting, even where those interests have already been declared on the Register of Interests; and
- any other potential conflicts of interest, whether direct or indirect, of which he or she has become aware which have not already been declared.

Data Protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 2018. Data will be processed only to ensure that Trustees and Directors act in the best interests of UK Latin Community CIC. The information provided will not be used for any other purpose.

What to do if you face a Conflict of Interest

If you are a user of UK Latin Community CIC's services, you should not be involved in decisions that directly affect the service that you receive. You should declare your interest at the earliest opportunity and withdraw from any subsequent discussion. The same applies if you face a conflict for any other reason.

You may, however, participate in discussions from which you may indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal.

If you fail to declare an interest that is known to the board secretary and/or the Chair of the Board, the Secretary or Chair will declare that interest.

Decisions taken where a Trustee has an Interest

In the event of the Board having to decide upon a question in which a Trustee or Director has an interest, all decisions will be made by vote, with a two thirds majority. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested board or Directors may not vote on matters affecting their own interests.

All decisions under a conflict of interest will be recorded by the board secretary and reported in the minutes of the meeting. The report will record:

- the nature and extent of the conflict;
- an outline of the discussion; and
- the actions taken to manage the conflict.

Where a Trustee or Director benefits from the decision, this will be reported in the annual report and accounts in accordance with the Statement of Recommended Practice on Accounting and Reporting for Charities (FRS 102) (as amended from time to time), "Charities SORP").

All payments or benefits in kind to Trustees will be reported in the charity's accounts and annual report, with amounts for each Trustee listed for the year in question.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.

Managing Contracts

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.

Version history

Review date	Review detail
January 2022	Updated logo