



## **HHD u3a Policy Guide 13**

## **Conflict of Interest**

Approved by The Executive Committee **24-07-2024**

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### **Introduction.**

A conflict of interest may well be quite rare in the day-to-day business of the HHD u3a, however it is essential for the protection of the HHD membership, the reputation of the u3a overall, and compliance with UK Laws as applicable to the Charity Commission, that the HHD u3a Executive Committee manages and records conflicts of interest in the appropriate manner.

### **What is a conflict of interest?**

As a trustee (i.e.. an Executive Committee member) you would have a conflict of interest If the HHD u3a Executive Committee were proposing to make a decision that would mean:

- you could benefit financially or otherwise from HHD u3a
- your Executive Committee duty competes with a duty or loyalty you have to another organisation or person

### **What you must do if you believe a conflict of interest may arise.**

It is a legal requirement that you declare a conflict of interest immediately you are aware of any possibility that your personal or wider interests could influence your decision making.

### **How will HHD u3a Executive Committee manage and record conflicts of interest?**

- ❖ This Policy will be reviewed bi-annually along with the suite of policies, to ensure compliance with u3a and/or Charity Commission guidance
- ❖ The first item on the HHD Executive Committee Agenda, or any General Meetings shall be any declarations of conflicts of interest
- ❖ Any declaration, if judged as a genuine or potential conflict of interest by the Executive Committee, shall be recorded in the meeting minutes
- ❖ The individual concerned will then be asked to leave the meeting when the agenda item creating the conflict of interest comes up for consideration. Thus, the member having declared the conflict of interest, will have no part in the discussion and voting on that topic.

- ❖ Should a trustee realise during the meeting that a conflict of interest may arise, that trustee must immediately draw the matter to the attention of the Chair, before further debate or voting takes place, the conflict of interest will be recorded, and the member will leave the meeting until the next item of business.
- ❖ If subsequent to a meeting, a conflict of interest becomes apparent, either by the trustee affected or by another trustee, the Executive Committee will have to consider whether the trustee played an effective part of the decision making, and what remedial action, if necessary, be taken (e.g. did the trustee in question influence the meeting by debate, or did that trustee's vote create the majority). Disciplinary action as per the HHD u3a Constitution shall be applied where appropriate.

**Further information:**

If some doubt arises about possible conflicts of interest or how to prevent or manage them, not explicitly covered in this document, then reference should be made to <https://www.gov.uk/guidance/manage-a-conflict-of-interest-in-your-charity>