



CONFLICT OF INTEREST POLICY

REVIEWED: November 2024

NEXT REVIEW: November 2025

All staff, volunteers, and directors of NE Youth will strive to avoid any conflicts of interest between the interests of the organisation and personal, professional, or business interests. Such interests can be personal or prejudicial (see below). This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of NE Youth's decision-making processes, to enable stakeholders to have confidence in the organisation's integrity, and to protect the integrity and reputation of staff, volunteers and directors.

Examples of conflicts of interest include (this list is non exhaustive):

- 1 A director, who is also a member or service user, may be faced with a decision in a board meeting regarding whether fees for users should be increased. (*Personal conflict of interest*).
- 2 A director or member of staff, who is related**, or of a connected party to an employee, being involved in a meeting where a decision is to be taken on staff pay and/or conditions. (*Personal conflict of interest*).
- 3 A director, member of staff or volunteer who is on the committee of another organisation that is competing for the same funding as NE Youth. (*Prejudicial conflict of interest*).
- 4 A director, member of staff or volunteer who has shares in a business that may be awarded a contract to carry out work, or to provide services, for NE Youth or who is a partner, employee or is related (or of a connected party to an employee) to someone who is**. (*Prejudicial conflict of interest*).

In the course of meetings or activities, directors, staff and volunteers will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and the individual's best interests or a conflict between the best interests of two organisations that the individual is involved with. If in doubt, the potential conflict must be declared anyway and clarification sought. Declarations of Interest will be a standing agenda item at each Board, AGM and Sub Group meeting.

In the case of a conflict of interest arising for a director, because of a duty of loyalty owed to another organisation or person, and the conflict is not authorised by virtue of any

other provision in the memorandum or the articles, the non-conflicted directors may authorise such a conflict of interest where the following conditions apply:

- The Charity Commission's permission is sought before a benefit for a trustee may be authorised that isn't otherwise authorised in the memorandum and articles or already authorised in writing from the Commission;
- The individual who has declared a prejudicial conflict of interest withdraws from the part of the meeting at the point there is discussion of any arrangement or transaction affecting the other organisation or person;
- The individual who has declared a personal conflict of interest does not need to withdraw from the meeting but the conflict must be recorded in the minutes.
- The individual who has the conflict of interest does not vote on the matter and is not counted when considering whether a quorum of directors is present at a meeting;
- The other directors, who have no conflict of interest in the matter, consider it is in the interests of the organisation to authorise the conflict of interest in the circumstances applying.

Any such disclosure, and the subsequent actions taken, will be noted in the minutes of the meeting.

For all other potential conflicts of interest, the advice of the Charity Commission will be sought and the advice recorded. All steps taken to follow the advice will also be recorded.

This policy is meant to supplement the good judgment of staff, volunteers and directors.

*** A relative may be a child, parent, grandchild, grandparent, brother, sister, spouse or civil partner of the individual or any person living with the individual as his or her partner'*