

DRAFT: 14.10.2016

## Steining Downland Scheme

### Conflicts of interest policy

If a Trustee or other individual in attendance:

- has a **financial interest** in a matter under discussion, he/she should declare the nature of his/her interest and if requested by the Chairman withdraw from the room. If he/she is not required to withdraw, he/she will be entitled to speak but will not be entitled to vote
- has any interest in a matter under discussion, which creates, or another Trustee states that it he/she is of the view that it creates or might create a **danger of bias**, that is, the interest affects him/her, or a close relative, more than the generality affected by the decision: he/she should declare the nature of the interest and if requested by the Chairman withdraw from the room. If he/she is not required to withdraw, he/she will be entitled to speak but will not be entitled to vote
- is in any doubt about the application of these rules he/she should **consult** with the Chairman

If one of the above applies or may apply to the Chairman, he will discuss the position with the other Trustees and follow the procedure above.

- A Register of interests is kept at the registered office.

### Examples of good practice

- When a Trustee or other individual in attendance becomes aware of a new, actual or potential conflict of interest, he/she should **give notice of it to the Project Manager** to enable him/her to update the Register
- The **Project Manager** should include in his/her report for each Trustees meeting details of any **contracts/agreements and other arrangements** to be considered and/or entered into prior to the next meeting of the Trustees and any potential conflicts (including those involving himself/herself) identified from a check of the Register.

Signed

Date

Review Date

Version 4

October 2016