

TRUSTEE CONFLICT OF INTEREST POLICY

This policy applies to Board Members (BM) and Company Treasurer and Secretary (CT).

BMs and CT have a legal obligation to act in the best interests of the Hospice Income Generation Network (HIGN) and in accordance with HIGN's governing document. Staff and volunteers have similar obligations.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of HIGN. Such conflicts may create problems; they can:

- inhibit free discussion;
- result in decisions or actions that are not in the interests of HIGN; and
- risk the impression that HIGN has acted improperly.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

The Declaration of Interests

BMs and CT should declare their interests, and any gifts or hospitality received in connection with their role in HIGN. A declaration of interests form is provided for this purpose, listing the types of interest that are to be declared. To be effective, the declaration of interests needs to be updated at least annually (in time for the Annual General Meeting), and also when any changes occur.

You should list all interests regardless of whether you feel they represent a potential conflict of interest. You should also include information relating to your partner or spouse where a conflict of interest could be perceived.

If you would like to discuss any issue, please contact the Company Secretary or Chair. The guidance notes attached to the Declaration of Interest form should help you complete the form.

Interests are recorded on HIGN's register of interests, which is maintained by the Company Secretary. The register is accessible by the Chair and all BMs Chief Executive.

Data Protection

The information provided is processed in accordance with data protection principles as set out in the Data Protection Act 2018. Data is held only to ensure that BMs and the CT act in the best interests of the Charity. The information provided will not be used for any other purpose.

Continued overleaf

TRUSTEE CONFLICT OF INTEREST POLICY

Conflict of Interest

Who does the conflict of interest apply to?

- The Board Members/Company Treasurer and Secretary;
- The Board Members/Company Treasurer and Secretary's spouse/partner;
- The Board Members/Company Treasurer and Secretary's child or stepchild under the age of 18; and
- The Board Members/Company Treasurer and Secretary's business partner(s) or the business partner of the Board Members/Company Treasurer and Secretary's spouse/partner or child.

It also applies if:

- The Board Members/Company Treasurer and Secretary's is a trustee of or actively associated with a trust whose beneficiaries include the Board Members/Company Treasurer and Secretary's spouse/partner or children; or
- The Board Members/Company Treasurer and Secretary's is associated with a corporate body. This means that the Board Members/Company Treasurer and Secretary's and the persons connected with him or her have an interest in 20% or more of the equity share capital of a company, or are entitled to more than 20% of the voting rights at any general meeting of a company.

TRUSTEE CONFLICT OF INTEREST POLICY

Fit and Proper Person Declaration for Trustees

Name:

I declare that I am not disqualified from acting as a charity trustee and that:

- I am aged 18 years or over at the date of this election or appointment (only relevant for unincorporated charities);
- I am physically and mentally fit to undertake the role;
- I am capable of managing and administering my own affairs;
- I do not have an unspent conviction for any of the following:
 - a. an offence involving deception or dishonesty
 - b. a terrorism offence
 - to which Part 4 of the Counter-Terrorism Act 2008 applies
 - under sections 13 or 19 of the Terrorism Act 2000
 - c. a money laundering offence within the meaning of section 415 of the Proceeds of Crime Act 2002
 - d. a bribery offence under sections 1, 2, 6 or 7 of the Bribery Act 2010
 - e. an offence of contravening a Commission Order or Direction under section 77 of the Charities Act 2011
 - f. an offence of misconduct in public office, perjury or perverting the course of justice
 - g. In relation to the above offences, an offence of: attempt, conspiracy, or incitement to commit the offence; aiding, or abetting, counselling or procuring the commission of the offence; or, under Part 2 of the Serious Crime Act 2007(encouraging or assisting) in relation to the offence
- I am not an undischarged bankrupt nor have I made a composition or arrangement with, or granted a trust deed for, my creditors (*ignore if discharged from such an arrangement*);
- I am not subject to a disqualification order under the Company Directors Disqualification Act 1986 or to an Order made under section 429(b) of the Insolvency Act 1986 or to moratorium period under a debt relief order, or a debt relief restrictions order or an interim order;
- I have not been removed from the office of charity trustee or trustee for a charity by an Order made by the Charity Commissioners or the High Court on the grounds of any misconduct or mismanagement nor am I subject to an Order under section 7 of the Law Reform (Miscellaneous Provisions) (Scotland) Act 1990, preventing me from being concerned in the management or control of any relevant organisation or body;



TRUSTEE CONFLICT OF INTEREST POLICY

- I have not been removed as an officer, agent or employee of a charity by the Charity Commission, the Scottish charity regulator, or the High Court due to misconduct or mismanagement
- I am not on the sex offenders register (i.e. subject to notification requirements of Part 2 of the Sexual Offences Act 2003)
- I do not have an unspent sanction for contempt of court for making, or causing to be made, a false statement or for making, or causing to be made, a false statement in a document verified by a statement of truth
- I have not been found guilty of disobedience to an order or direction of the Commission under section 336(1) of the Charities Act 2011.
- I am not a designated person for the purposes of Part 1 of the Terrorist Asset-Freezing etc. Act 2010, or the Al Qaida (Asset Freezing) Regulations 2011.
- I have not been responsible for, been privy to, contributed to or facilitated any serious misconduct of mismanagement (whether lawful or not) in the course of carrying out regulated activity, or discharging any functions relating to any office or employment with a service provider;
- I am not disqualified under the Protection of Vulnerable Adults List.

Signed

Date

Please complete and return this form to:
Christine Davies
Chair of HIGN
c/o St Christopher's Hospice
51 – 59 Lawrie Park Road
London
SE26 6DZ

TRUSTEE CONFLICT OF INTEREST POLICY

REGISTER OF INTERESTS BOARD MEMBERS AND COMPANY TREASURER AND SECRETARY

Advice on Completion of the Form

1. Employment

Your current main employer and title of your job.

2. Other employment

You should include in this section:

- any organisation with whom you have a contract;
- any position such as non-executive director of a private company;
- any organisations for which you undertake paid work on a regular basis but without a contract.

If you are self-employed:

- any organisations which pay you to work for them.

3. Public appointments (voluntary or otherwise)

This includes appointments to public bodies made by a statutory body - for example, non-executive director of an NHS trust, Justice of the Peace.

4. Members of any professional bodies, special interest groups or mutual support organisations

5. Charitable activity

In this section, you should list any other charity of which you are a trustee.

6. Significant shareholdings

In this section, you should list investments in unlisted companies, partnerships and other forms of business, major shareholdings (5% or more of issued share capital) and beneficial interests (your right to profit, distribution or benefit from a contract or trust).

7. Gifts or hospitality

Gifts or hospitality offered to you by external bodies and whether this was declined or accepted by you in the last twelve months.



TRUSTEE CONFLICT OF INTEREST POLICY

8. Any other interests

In this section, you should list any other interests, not already mentioned above, regardless of whether you feel they represent a potential conflict of interest. You should also include information relating to your partner or spouse where a conflict of interest could be perceived.



TRUSTEE CONFLICT OF INTEREST POLICY

REGISTER OF INTERESTS BOARD MEMBERS AND COMPANY TREASURER AND SECRETARY

Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family or some other close personal connection.

1. **Employment**

2. **Other employment**

3. **Public appointments**

4. **Membership of any professional bodies, special interest groups or mutual support organisation**

5. **Charitable Activity**

Continued overleaf



TRUSTEE CONFLICT OF INTEREST POLICY

6. Significant shareholdings

7. Gifts or hospitality

8. Any other relevant interests

To the best of my knowledge the above information is complete and correct.

I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis.

I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

Name: Signature:

Date:

Please complete and return this form to:
Christine Davies
Chair of HIGN
c/o St Christopher's Hospice
51 – 59 Lawrie Park Road
London
SE26 6DZ