

Ambleside and District u3a Conflict of Interest Policy

1 Purpose

A conflict of interest may be rare in the day to day business of our u3a. However, it is essential for the protection of the membership, the reputation of the u3a overall, and compliance with UK Laws as applicable to the Charity Commission, that the Ambleside and District trustees manage and record conflicts of interest in the appropriate manner. This policy will be reviewed annually and revised as necessary.

2 Trustees' Responsibilities

- I. As a trustee (i.e. an Executive Committee member) you would have a conflict of interest if the Committee were proposing to make a decision that would mean:
 - a. you could benefit financially or otherwise from Ambleside and District u3a
 - b. your Executive Committee duty competes with a duty or loyalty you have to another organisation or person
- II. 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.

3 Managing Conflicts of Interest

- I. Should a trustee or a member of the u3a declare a conflict of interest on a matter at either a Committee meeting or the AGM, this will be recorded in the meeting minutes, if judged as a genuine or potential conflict of interest by the Executive Committee.
- II. The individual concerned will then be asked to leave the meeting when the agenda item creating the conflict of interest comes up for consideration. The member having declared the conflict of interest will have no part in the discussion and voting on that topic.
- III. 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.
- IV. If subsequent to a meeting, a conflict of interest becomes apparent, either to the trustee affected or to 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 Ambleside and District u3a Constitution shall be applied where appropriate.

4 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/managing-conflicts-of-interest-in-a-charity>

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