

Conflict of Interest Policy



Revision History

Date	Details	Author	Review date
July 2013	New policy	Louise Wills	Feb 2016
Feb 2016	Reviewed	Vicky Wyer	Feb 2019
Feb 2019	Reviewed	Vicky Wyer	Feb 2022
June 2022	Reviewed	V Wyer	Feb 2025

Policy Statement

All staff, volunteers, and Directors of the Triangle Community Garden (TCG) will strive to avoid any conflict of interest between the interests of TCG on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purposes of this policy is to protect the integrity of TCG's decision-making process, to enable stakeholders to have confidence in TCG's integrity, and to protect the integrity and reputation of volunteers, staff and Directors.

Examples of conflicts of interest include:

- 1 A Director who is also a user may be faced with a decision in a committee meeting regarding whether fees for users should be increased.
- 2 A Director who is a connected person** of a member of staff and there is a decision to be taken on staff pay and/or conditions at a committee meeting.
- 3 A Director who is also on the committee of another organisation that is competing for the same funding.
- 4 A Director who has shares in a business that may be awarded a contract to do work or provide services for TCG or is a director, partner or employee or a connected person** of someone who is.

The Articles of Association of TCG contain provision (at clause 6) about Directors' benefits and powers permitting Directors and connected persons' benefits. All Directors must familiarise themselves with this.

Upon appointment each Director will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated annually or as appropriate.

In the course of meetings or activities, Directors will disclose any interests in a transaction or decision where there may be a conflict between TCG's best interests and the best interests of that Director or any of their connected persons **, or a conflict between the best interests of TCG and any other organisation that the Director is involved with. If in doubt the potential conflict must be declared anyway and clarification sought.

In the case of a conflict of interests arising for a Director because of a duty of loyalty owed to another organisation or person, the unconflicted directors may authorise such a conflict of interests where the following conditions apply:

1. Any benefit is granted in accordance with clause 6 of the Articles of TCG;
2. the Director who has declared the conflict of interest withdraws from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
3. the Director who has the conflict of interest does not vote on any such matter and is not to be counted when considering whether a quorum of Directors is present at the meeting;
4. the other Directors who have no conflict of interest in this matter consider it is in the interests of the charity to authorise the conflict of interest in the circumstances applying.
5. Any such disclosure and the subsequent actions taken will be noted in the minutes.

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

This policy is meant to supplement good judgment, and staff, volunteers and Directors should respect its spirit as well as its wording.

** A "connected person" is defined at clause 6(5)(b) of the Articles of Association and includes a child, parent, grandchild, grandparent, brother, sister, spouse, civil partner or business partner. For the purposes of this policy, "connected person" also includes any person living with a person as his or her de facto partner.

Publication

- This policy will be available at Ransom's Pavilion and on the Triangle Garden website: www.trianglegarden.org. It is available on request in hard copy – please email info@trianglegarden.org or write to Triangle Community Garden, c/o Hitchin Initiative, 1A Churchyard Hitchin SG5 1HR

Current and new members of staff, volunteers, trustees, tutors, hirers and contractors will be made aware of its existence and any revisions made.