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**Conflict of Interest Declaration Form**

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| --- | --- |
| Name |  |
| Girlguiding Role | Member of the Operational Committee |
| Date |  |

Please describe any relationships, transactions, positions you hold, (volunteer or otherwise) or circumstances that you believe could contribute to a conflict of interest:

I have no conflict of Interest to report.

I have the following conflict of interest to report (please specify other non-profit or for profit boards you (and your spouse) sit on, any for profit businesses for which you or an immediate family member are an officer or director or majority shareholder and the name of your employer and any business you or a family member own)

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature

Date

**Conflict of Interest Policy**

Introduction

All staff, volunteers, and Trustees of Girlguiding Royal Berkshire will strive to manage any conflict of interest between the interests of the County on the one hand, and personal, professional, and business interests on the other. This includes managing actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the County's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of our Trustees.

Examples of Conflict of Interest

This is a non-exhaustive list:

A committee member or Trustee who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.

A volunteer or member of staff who is associated (through their own activities or those of close friends or family) with a business or organisation that may be awarded a contract to do work or provide services for the organisation.

A Division Commissioner where a decision has to be made on a financial matter within or associated with that Commissioner's Division.

Considerations

Ongoing conflicts of interest

On appointment to a committee or sub-committee, individuals will be given this policy and asked to declare whether there are any areas where there is an actual or potential conflict of interest or influence. If there is this will be recorded on the County's Conflict of Interest register, which is maintained by the County Administrator and reviewed periodically. Committee members will be asked every year to update and confirm their conflicts of interest form. The individual may be asked to abstain from discussions or decisions around the area of conflict.

Ad hoc conflicts of interest

Conflict of Interest will be a standing item on all committee meeting agendas. During meetings or activities, volunteers or members of staff 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 with which the individual is involved. This will be recorded in the minutes of the meeting. After the disclosure, the individual will be required to abstain from discussions or decisions around the area of conflict unless otherwise agreed by the Chair of the Committee.

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

Approved by Board of Trustees – March 2023