

Trustee Conflicts of Interest Policy and Procedures

Little Hiccups is committed to maintaining the highest standards of integrity and accountability. This policy aims to protect the organisation and its Trustees from any appearance of impropriety and to ensure that all decisions are made in the best interests of the charity.

PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on identifying, declaring, and managing conflicts of interest to ensure transparency and fairness in all decision-making processes.

This policy applies to all Trustees of Little Hiccups.

DEFINITIONS

- **Conflict of Interest:** A situation in which a Trustee's personal interests could improperly influence their duties and responsibilities to the charity.
- **Personal Interests:** Includes financial interests, relationships, or any other interests that could potentially influence a Trustee's decisions.

IDENTIFYING CONFLICTS OF INTEREST

Trustees must be aware of situations where their personal interests might conflict with their duties. Examples include:

- Financial interests in a company that does business with Little Hiccups.
- Personal relationships with individuals employed by or associated with Little Hiccups.
- Receiving gifts or hospitality from individuals or organisations seeking to do business with Little Hiccups.

DECLARING CONFLICTS OF INTEREST

- **Annual Declaration:** All Trustees must complete an annual declaration of



interests form, disclosing any potential conflicts of interest.

- **Ongoing Disclosure:** Trustees must declare any potential conflicts of interest as soon as they arise, either at the beginning of a meeting or as soon as the conflict becomes apparent.

MANAGING CONFLICTS OF INTEREST

- **Recording Conflicts:** All declared conflicts of interest must be recorded in the minutes of the meeting and in the conflicts of interest register.
- **Decision-Making:** Trustees with a conflict of interest must not participate in discussions or decisions related to the matter. They may be asked to leave the room during discussions and voting.
- **Independent Review:** In cases where a conflict of interest is significant, an independent review may be conducted to ensure impartiality.

PROCEDURES

- **Annual Declaration Process:** The Secretary will distribute the annual declaration of interests form to all Trustees. Trustees must complete and return the form within a specified timeframe. The Secretary will maintain a register of interests and update it annually.
- **Meeting Procedures:** At the beginning of each meeting, the Chair will ask Trustees to declare any conflicts of interest. Any declared conflicts will be recorded in the minutes. Trustees with a conflict will be asked to leave the room during discussions and voting on the relevant matter.
- **Handling Breaches:** Any breaches of this policy will be taken seriously and may result in disciplinary action. Trustees who fail to declare a conflict of interest may be subject to removal from the Board.

TRAINING AND AWARENESS

- Trustees will receive training on conflicts of interest as part of their induction.
- Regular refresher training will be provided to ensure ongoing awareness.

POLICY REVIEW

- This policy will be reviewed every 3 years or more frequently if required.
- Updates will be made to ensure the policy remains relevant and effective.

Policy agreed by Trustees on: 03/02/2025



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Registered Charity No: 1170147 Company Limited by Guarantee No: 9692276

Signed by Chairperson: Sarah Stewart

To be reviewed by: 3 years



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Amendments

Date	Amendment Made	By whom
03/02/2025	Approved by Trustees	MWP

