



**CREW Heart Support Group (HSG)**  
**Conflict of interest policy including  
declaration form and register of interests  
templates**

(CREW Heart Support Group (HSG))  
(July 2024)



# **CREW Heart Support Group (HSG)**

## **Conflict of interest policy including declaration form and register of interests templates (July 2024)**

This policy applies to all CREW HSG's Trustees and the Secretary.

### **Why we have a policy**

We have a Conflict of interest policy

- because Trustees have a legal obligation to act in the best interests of CREW HSG and in accordance with CREW's constitution, and
- to avoid situations where there may be a potential conflict of interest. The Secretary has similar obligations.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of CREW HSG. Such conflicts may create problems that:

- inhibit free discussion,
- result in decisions or actions that are not in the interests of CREW HSG, or
- risk the impression that CREW HSG has acted improperly.

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

### **What is a conflict of interest?**

A conflict of interest, or conflict of loyalty, is any situation where a Trustee's, the Secretary's, a volunteer's or a member of staff's personal interests or interest they owe to another person or body may influence a Trustee's or the Secretary's decision making.

A perceived conflict of interest is where an interest which a Trustee or the Secretary has could be seen to influence their decision, even if it doesn't. It's important to recognise where conflicts might be perceived, even if you feel confident won't affect your decision. If a situation looks like a conflict of interest, it's best to treat it as one.

There may be situations in which a Trustee's or the Secretary's loyalty to the charity conflicts with their loyalty to:

- the body which appointed them,
- another charity of which they are a Trustee, Secretary, volunteer or member of staff, or
- a member of their family.

Such conflicts of loyalty will not stop anyone from being a Trustee or the Secretary but they can cause conflicts of interest, or perceived conflicts of interest.



### **The declaration of interests**

Accordingly, we are asking Trustees and the Secretary to declare their interests, and any gifts or hospitality offered and received in connection with their role in CREW HSG. A declaration of interests form is provided for this purpose, listing the types of interest you should declare.

To be effective, the declaration of interests needs to be updated at least annually, and when any material changes occur.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the Chair or the National Council for Voluntary Organisations<sup>1</sup> or the Charity Commission<sup>2</sup> for confidential guidance. A conflict of interest is any situation in which a Trustee's personal interests or loyalties could, or could be seen to, prevent the Trustee from making a decision only in the best interests of the charity.

This register of interests will be used to record all gifts and hospitality received by the Trustees and the Secretary. Interests and gifts will be recorded on the charity's register of interests, which will be maintained by the Secretary. The register will be accessible by the Trustees.

### **Data protection**

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

### **What to do if you face a conflict of interest**

As soon as you are aware of a conflict, actual or perceived, you should raise this with the Board of Trustees. Some interests may not present a conflict straight away, but Trustees and the Secretary should still declare their key interests regularly. For Trustees, conflict of interest is the first item on Trustees' meetings agendas.

For long term interests, such as joining a new organisation as an employee or director, the interest should be declared and included in CREW HSG's register of interests. If you have a short-term interest or a conflict of interest, such as having a contract with a supplier for a single project and finding that supplier is also being considered by your Board, you should declare that interest at the start of any meeting or discussion relating to the area of conflict.

If you believe you have a real or perceived conflict of interest, you should withdraw from discussions and decisions relating to the conflict. The Chair should take special care to ensure that minutes or other documents relating to the item presenting a conflict are appropriately redacted for the person facing the conflict. A balance needs to be made to ensure that the person still receives sufficient information about the activities of the charity generally without disclosing such sensitive information that could place the individual in an untenable position.

If you are a user of CREW HSG's activities, or the carer of someone who uses CREW HSG's activities, you should not be involved in decisions that directly affect the activity that you, or the person you care for, join(s). You should declare your interest at the earliest opportunity and withdraw from any subsequent discussion, unless expressly invited to remain in order to provide information. In this case you may not participate in, or influence, the decision or any vote on the matter. You will not be

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<sup>1</sup> [ncvo.org.uk](http://ncvo.org.uk) 02075202414

<sup>2</sup> 0300 066 9197



counted in the quorum for that part of the meeting and must withdraw from the meeting during any vote on the conflicted item.

There are situations where you may participate in discussions from which you could indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal. This action will be agreed by the Chair and minuted accordingly.

If you fail to declare an interest that is known to the Secretary and/or the Chair of the Board, the Secretary or Chair will declare that interest.

### **Decisions taken where a Trustee or the Secretary has an interest**

In the event of the Board having to decide upon a question in which a Trustee or member of staff has an interest, all decisions will be made by vote, with a simple majority required<sup>3</sup>. In case of an equality of votes, the person who chairs the meeting shall have a second or casting vote<sup>4</sup>. A quorum must be attained for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested Board members may not vote on matters affecting their own interests.

All decisions under a conflict of interest will be recorded and reported in the minutes of the meeting. The report will record:

- the nature and extent of the conflict,
- an outline of the discussion, and
- the actions taken to manage the conflict.

Where a Trustee or the Secretary benefits from the decision, this will be reported in the annual report and accounts in accordance with the current Charities SORP.

All payments or benefits in kind to Trustees or the Secretary will be reported in the charity's accounts and annual report, with amounts for each Trustee listed for the year in question.

Where a member of CREW HSG's Trustees or the Secretary is connected to a party involved in the supply of a service or product to the charity, this information will be fully disclosed in the annual report and accounts.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.

### **Managing contracts**

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.

### **Updates and revisions**

CREW's policy, procedures and guidelines will be reviewed on a regular basis. They are subject to change at any time, based on updated legislation and feedback regarding best practice.

Policy approved by: The Board of Trustees  
Reviewed: 31 July 2024 1

Date policy approved: 5 July 2023  
Next review date: 31 July 2024

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<sup>3</sup> CREW Constitution 21 Proceedings of Trustees (4)

<sup>4</sup> CREW Constitution 21 Proceedings of Trustees (5)



**CREW declaration of interests form (England & Wales)**

I .....as Trustee or Secretary of CREW Heart Support Group have set out below my interests in accordance with the organisation’s conflicts of interest policy.

Category	Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection
Current employment and any previous employment in which you continue to have a financial interest.	
Appointments (voluntary or otherwise) e.g. Trusteeships, directorships, local authority membership, tribunals etc.	
Membership of any professional bodies, special interest groups or mutual support organisations.	
Investments in unlisted companies, partnerships and other forms of business, major shareholdings [charities may set a figure here, e.g. more than 1% or 5% of issued capital] and beneficial interests.	
Gifts or hospitality offered to you by external bodies and whether these were declined or accepted in the last 12 months.	
Do you use, or care for a user of the organisation’s services?	
Any contractual relationship with the charity or its subsidiary.	
Any other conflicts that are not covered by the above.	

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.

I understand that the information provided will be held in accordance with CREW’s Privacy policy [where one is in place].

Signed:

Date:



CREW Heart Support Group Register of interests

<b>Name of Trustee or Secretary.</b>	<b>Description of interest</b>	<b>Does the interest relate to the Trustee or Secretary or a person closely connected to the Trustee? Describe.</b>	<b>Is the interest current?</b>
<i>e.g. Mr A Jones</i>	<i>Trustee of XYZ charity</i>	<i>Trustee</i>	<i>Current</i>
<i>Ms T Smith</i>	<i>Joint owner of a catering company</i>	<i>Trustee, other joint owner is the Trustee's daughter</i>	<i>Current</i>

Signed:

Date: