

Declaration of Interests Policy



Trustees have a legal duty to act, at all times, in the best interests of Anglia Care Trust and in accordance with its governing documents and to avoid conflicts of interest.

A conflict of private interest (or a duty) and their duty as a trustee arises, where a trustee has any interest which might influence, or be perceived as being capable of influencing his or her judgment even unconsciously. The duty extends to include the interests of their spouse or partner, their dependent children and anybody else with whom they have a close personal connection.

Examples of conflicts of interest include:

- a) Direct financial gain or benefit to the trustee e.g. payment to a trustee for services provided to ACT, the award of a contract to another organization in which a trustee has an interest and from which a trustee will receive a financial benefit or the employment of a trustee in a separate post within the charity;
- b) Indirect financial gains such as employment by the charity of a spouse or partner of a trustee, where their finances are interdependent;
- c) Non-financial gain such as when a user of the charity's services is also a trustee, and
- d) A conflict of loyalties, such as where a trustee is appointed by the local authority or by one of the charity's funders, or where a friend of a trustee is employed by the charity.

Such conflicts may create problems. They can:

- Inhibit free discussion
- Result in decisions or actions that are not in the interests of the charity: and
- Risk the impression that the charity has acted improperly

The aim of asking Trustees to declare their private interests is to protect both the organisation and the individuals involved from any appearance of impropriety.

Accordingly, Trustees are asked to declare their interests or any changes, and any gifts or hospitality received in connection with their role in Anglia Care Trust using the form of declaration set out below.

If a Trustee is not sure what to declare, or whether/when their declaration needs to be updated, ACT asks them to err on the side of caution. If interests change after the declaration has been completed, they should be updated by contacting the Company Secretary who will be able to provide further guidance.

It is also good practice before any ACT meeting to run through the items on the agenda to see if there is a possibility of a conflict arising. If a serious conflict of

interest is likely to arise then the best course may be for the member to declare the interest and then withdraw from the meeting and take no further part in the decision on the item in question. In lesser cases the member may well be able to offer helpful and considered advice. If there is any doubt the best course is for the member to declare the interest to the Chair of the meeting who will then decide on the most appropriate course of action having regard to all the circumstances.

Declaration

I _____ as Trustee and Director of Anglia Care Trust have set out below my interests in order to identify any areas in which conflicts of interest may occur.

Category	<i>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.</i>
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, i.e. more than 5% of issued capital and beneficial interests.	
Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months.	
Any contractual relationships with the charity.	
Any other matters that are not included in the above e.g. articles written in support of social policies etc.	

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.

Signed:
Date:

Date of next review – October 2019