**Thomas Deane Trust: Conflict of interest policy**

The Trustees need to take (and be seen to have taken) decisions in the best interests of TDT. This is a legal requirement but will also help to protect the integrity of our decision-making process, the integrity and reputation of Trustees and allows stakeholders to have confidence in the organisation’s integrity.

Each Trustee of Thomas Deane Trust has a personal responsibility to declare any conflict of interest which could be perceived to have an impact on how they individually make a decision or contribute to discussions on a matter. The governing Trust Deed says that a trustee must both declare any interest, direct or indirect in any arrangement or transaction under discussion or already agreed and withdraw from discussions in which a conflict may arise between the trustee’s duty to act solely in the interest of TDT and any personal interest.

A conflict can arise due to the personal, professional, business or other trusteeship interests of a Trustee and those of their close family (which includes not only partner, but parents, siblings, children and other near relatives) and friends. Given that TDT is a family trust, with trustees necessarily having close personal and family ties, conflict of interest is of particular importance.

When appointed each Trustee will make a full, written disclosure of interests, such as relationships, and posts held within other organisations, 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. At each meeting, Trustees will be asked whether they have any conflict of interest in any of the business of the meeting and this will be recorded in the minutes.

If a Trustee identifies a conflict between his or her duty to act solely in the interests of the charity and any personal interest (including but not limited to any personal financial interest) he or she will have to exclude themselves from both the discussion and the voting. In general, this would be where a conflict of interest affects the individual or a close family member or a charity or other organisation with which they are connected.

If there is a question whether a Trustee has a conflict of interest, the remaining Trustees should decide whether there is a conflict (and formally record the decision in the minutes)

Conflict of interest declaration to be completed by each Trustee

Person or organisation Nature of relationship and/or nature of conflict of interest

Name

Signed Date