

The background of the page features a blurred image of several people standing in a line, their forms rendered as soft, out-of-focus silhouettes in shades of yellow and light blue. This image is partially obscured by a large, dark blue rounded rectangle that serves as a text container.

Conflict of Interest Policy

St James Church Clitheroe

April 2022

St. James Church

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Registered Charity number: 1131419

Conflict of Interest Policy

This policy applies to all members and officers of St James Clitheroe Parochial Church Council and Standing Committee (PCC).

The PCC has a legal obligation to act in the best interests of St James Church Clitheroe under Church of England Measures and under Charity Commission Rules.

Conflicts of interests may arise where an individual's financial, personal or family interests and/or loyalties conflict with those of St James Church Clitheroe. Such conflicts may:

- inhibit free discussion,
- result in decisions or actions that are not in the interests of St James Church Clitheroe,
- risk the impression that the PCC has acted improperly.

Having a conflict of interest is not wrong, however if there is a decision to be made where a PCC member has a personal or other interest this is a conflict of interest and the PCC need to comply with their duty to make decisions only in the best interests of St James Church Clitheroe.

The PCC has a three step approach to addressing conflict of interest: (1) identification, (2) prevention and (3) written records.

(1) Identification

All PCC members are required to declare their interests, and any gifts or hospitality received in connection with their role in St James Church Clitheroe. A declaration of interests form is provided for this purpose, listing the types of interest you should declare. In order to be effective, all members and officers of the PCC will be required to complete and return a declaration of interests form to the PCC secretary within one calendar month of being appointed and thereafter when any changes occur. In addition, a

new declaration of interests form must be completed as soon as any declaration is over three years old.

If a PCC member is not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If at any time a member would like guidance, please contact the PCC secretary. Members are legally required to declare a conflict of interest immediately they are aware of any possibility that their personal or wider interests could influence their decision-making.

(2) Prevention

If there's nothing about the conflict of interest in St James Church Clitheroe's governing document or the law, the PCC will still need to make sure that it is declared and consider whether the conflicted trustee should withdraw from discussions and voting on the matter. In the event of the PCC having to decide upon a question in which a PCC member or officer has a conflict of interest, then that person may not vote on matters affecting that interest.

If a PCC member faces a conflict of interest they must declare it at the earliest opportunity and offer to withdraw from any subsequent discussion. If they fail to declare an interest that is known to secretary and/or chair of the PCC, then the secretary and/or chair of the PCC will declare that interest.

Once a conflict of interest is identified, the PCC will endeavour to prevent it from affecting decision-making by:

- finding an alternative way forward which doesn't involve the conflict of interest (particularly if the issue is serious)
- taking appropriate steps to manage the conflict (if it's less serious), which will usually mean that the person affected doesn't take part in discussions about the issue

The PCC will comply with legal restrictions, for example if it plans to sell land to a PCC member or pay a member for goods or services.

The PCC will ask the Charity Commission to authorise a decision in advance if:

- it is going to involve any benefit to a PCC member that hasn't already been authorised
- the conflict of interest is serious but there's no alternative way forward that will remove it
- most or all of PCC members share the conflict of interest

(3) Written Records

Interests will be recorded in the PCC's register of interests, which will be maintained by the PCC secretary. The register will be accessible by any PCC member and any statutory body which has a legal right to access the information.

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 2018.

Any conflict of interest and how it is dealt with will be recorded in the minutes of PCC meetings stating:

- What sort of conflict of interest it was
- Which member or members of PCC were affected
- If any conflicts of interest were declared in advance
- An outline of the discussion
- If anyone withdrew from the discussion
- How the PCC made the decision in St James Church Clitheroe's best interests

As legally required PCC accruals accounts will include details of payments and benefits to PCC members and people connected to them stating why the payments were necessary and the legal authority the PCC had to make them. As good practice details of PCC payments and benefits will be shown in any receipts and payments accounts produced.

St James Church Clitheroe PCC Declaration of Interests Form

Name(Please print clearly)

As a member of St James Church Clitheroe PCC, below I have listed all areas where I am aware there may be a conflict of interest. I will have due regard to the spirit of this form as well as its wording.

If at any time I become aware of a conflict of interest not declared below I will immediately declare it.

I consent to this information being used for the purposes described in the conflicts of interest policy and for no other purpose.

Category This includes <ul style="list-style-type: none">• Being employed by or contracted to St James Church Clitheroe PCC or any allied organisation• Being connected with any organisation which has dealings with St James Church Clitheroe• Being offered gifts or hospitality, whether declined or accepted, in the last 12 months	Details Please give details of the interest and whether it applies to you or, where appropriate, a member of your immediate family, connected persons or some other close personal connection

Signed

Date

Please return this form to the PCC Secretary.