

Conflict of Interest Policy - Helping Dreams Take Flight

Adopted: 12th June 2025

Review Due: 11th June 2026

1. **Purpose of this Policy**

This policy ensures that all decisions made by Helping Dreams Take Flight are impartial, transparent, and in the best interests of the charity. It provides a clear framework for identifying, declaring, and managing conflicts of interest in accordance with Charity Commission guidance.

2. **Scope**

This policy applies to all trustees, advisors, volunteers, and anyone involved in decision-making or governance within the charity.

3. **What is a Conflict of Interest?**

A conflict of interest arises when a trustee's personal or professional interests — or those of a connected individual or organisation — could compromise, or be perceived to compromise, their decision-making on behalf of the charity.

Conflicts may be:

- Financial (e.g. a trustee stands to gain financially, directly or indirectly)
- Non-financial (e.g. reputational benefit, loyalty to another organisation)
- Perceived (e.g. a situation that could reasonably give rise to the appearance of a conflict, even if no actual conflict exists)

4. **Declaration of Interests**

All trustees are required to declare relevant interests upon appointment and update these annually, or sooner if circumstances change. These declarations include:

- Current employment and business interests
- Roles in other charities or organisations
- Connections to any potential donors, applicants, or suppliers
- Any other relationships that may give rise to a conflict

The charity maintains a central Register of Interests and records all declarations in the minutes of trustee meetings.

5. **Identifying and Managing Conflicts**

Where a potential conflict of interest arises, the following steps will be taken:

- The trustee must declare the nature of the interest as early as possible
- The board will assess whether a conflict exists and how it should be managed
- If a conflict is confirmed, the trustee may be excluded from relevant discussions and decision-making, as appropriate

- All actions taken will be recorded in the meeting minutes

6. Participation in Donor-Linked Discussions

Trustees with connections to organisations that support the charity through donations or partnerships may continue to participate in governance, including decisions about accepting, promoting, or recognising such support, provided:

- The trustee does not personally benefit from the decision
- The decision is clearly in the best interests of the charity
- It complies with Charity Commission guidance on conflicts of interest and trustee benefits
- The process is fully recorded and transparent

Trustees may also be involved in the assessment and approval of grants, scholarships, and partnership activity where no conflict exists and the decision is made solely to advance the charity's purposes.

7. Trustee Benefits

Trustees do not receive personal financial benefit for their role unless expressly authorised by the charity's governing document and approved by unconflicted trustees. Any such arrangements must be documented and compliant with charity law.

8. Oversight and Record-Keeping

- All conflicts of interest and how they are managed will be recorded in the minutes
- A Register of Interests will be maintained and reviewed annually
- The board may seek external advice where needed to ensure compliance

9. Breaches of this Policy

Failure to disclose or appropriately manage a conflict of interest will be treated seriously and may lead to removal from the board, subject to the provisions of the charity's constitution.

10. Policy Review

This policy will be reviewed at least annually or sooner if there are material changes in law, guidance, or trustee composition.

Contact

If you have any questions about this policy or would like to report a potential conflict, please contact:

info@helpingdreamstakeflight.org