



## Conflict of Interest Policy

Last updated: 17 Mar 25

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### Policy Scope

The FEAST With Us (hereby known as FEAST) Conflict of Interest Policy exists to ensure proper decision-making and avoid conflicts of interest that could harm the charity's interests. Trustees have a legal responsibility to make decisions based only on what's best for the charity. Employees have similar obligations to protect the integrity of FEAST's decision-making process; this is to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of employees and trustees.

Conflicts of interests may arise where an individual's personal or family interests and / or loyalties conflict with those of 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 this policy is to protect both the FEAST and the individuals involved from any appearance of impropriety.

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### Types of Conflict of Interest

There are 2 common types of conflict of interest:

**Financial conflicts** - when a trustee or employee, or person or organisation connected to them, could receive money or something else of value from a decision. This does not include the payment of expenses.

**Loyalty conflicts** - a trustee or employee might not be able to make decisions that are best for the charity as their duty to the charity may compete with a duty or loyalty they owe to another organisation or person.

Generally, a potential conflict of interest will occur when a trustee or employee has a connection to another organisation or person that FEAST has a financial, or other working arrangement with, either as:

**Family** – his or her partner, child etc or:

**Organisation** – as a trustee, board member, member of staff or similar.

Examples of conflicts of interest include: (the following are not exhaustive or exclusive)

- An employee or trustee who is related to a member of staff and there is a decision to be taken on staff pay and / or conditions
- An employee or trustee who is also on the committee of another organisation that is competing for the same funding
- An employee or trustee who has shares in a business that may be awarded a contract to do work or provide services for the organisation

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### Declaring and Recording Conflicts of Interest

Given this, we ask that trustees and employees declare potential conflicts of interest and any gifts or hospitality received in connection with their role in the charity.

**Employees** should declare any conflicts of interest with their line manager / CEO.

**Trustees** are asked to declare any conflicts of interest at the start of each Board meeting by the Chair of the Board of Trustees. If a trustee states a conflict of interest related to a specific agenda item s/he would normally be requested to leave the meeting while the relevant agenda item is discussed.

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 matter, please contact your line manager/ CEO or the Chair of the Board of Trustees.

Conflicts of interest will be recorded in Board minutes and on FEAST's conflict of interest register, which will be maintained by the CEO and Chair of the Board of Trustees. The register will be accessible to trustees and the CEO. The register will include:

- Date declared
- Individual affected
- Type of conflict
- Description of conflict
- Status
- Decision made by Board or management in the best interest of the charity
- Action to be taken

A charity may pay and offer other material benefits, to one or more of its trustees to provide services to the charity, where the trustee board reasonably believes it to be in the charity's best

interests to do so. The services in question must be ones which the charity trustee provides in addition to carrying out normal trustee duties. Any such proposal would be treated on a case for case basis and would only be approved subject to compliance with the Articles of Association and Charity Commission guidance.

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### Policy Revisions

This policy will be reviewed every year and amended as necessary, or earlier in accordance with any forthcoming legislation or changes to the operations or premises of the organisation.

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### **Contacting Us**

If you have any questions about this policy, please contact us at [info@feastwithus.org.uk](mailto:info@feastwithus.org.uk).

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Reviewed and approved on 2 April 2025 by Caroline Monkhouse Flower, CEO, and Helen Burgess, Chair of the Board of Trustees, on behalf of the board.

Signed by:



Helen Burgess  
Chair of the Board of Trustees

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