



BCC Conflict of Interest Policy, April 2026

Purpose

The aim of this policy is to protect the reputation of BCC and ensure that decisions are made in a fair and transparent way. All trustees of BCC have a duty to act in the best interests of BCC and our stakeholders and members when making decisions.

Trustees commit to avoiding any conflicts of interest or loyalty (actual and perceived) between the interests of BCC and their own personal, professional, and financial interests. Any conflicts will be declared openly.

Examples of a conflict of interest may include:

- A trustee who is employed by another organisation, competing for the same funding/contracts.
- A trustee who is related to a member of staff where a decision is being made about staff pay and conditions.
- A trustee who has a financial interest in a business that may do work or provide services for our organisation.
- A trustee who is also a service user where a decision is being made about changing a service

Each trustee will declare details of any conflict of interest when they are appointed and will also be asked at each meeting if there are any conflicts on the meeting agenda. Trustees are expected to declare any conflicts as they arise throughout their time as a Trustee of BCC: for example, if they take on a new role within an organisation or if a personal relationship changes.

Declaration of conflict of interest will be a standard agenda item. Trustees will identify and disclose any conflict of interest at the start of a meeting. The trustee will then **withdraw from the discussion, and not take part in the decision/vote**

The disclosure of a conflict of interest and the actions taken will be noted in the minutes.

This policy will be reviewed every 2 years.

Version control

Version number	Prepared by	Date approved by Trustees
1.0	Rachel Burn	12th May 2026