



Family Link



Our mission: The provision of leisure opportunities for children and young adults with disabilities.

Trustees Conflict of Interest Policy

Policy Purpose

Family Link is committed to transparency, integrity, and ensuring all trustee decisions are made in the best interests of the charity. This policy provides guidance for identifying, declaring, and managing conflicts of interest and related trustee benefits, in compliance with the **Charities Act 2011**, **Charity Commission guidance**, and Family Link's governing documents.

Scope

This policy applies to all trustees of Family Link, including co-opted and ex officio trustees. It also applies to any situation where a trustee's personal, financial, or professional interests may conflict with the interests of the charity.

Definition of Conflicts of Interest

A **conflict of interest** occurs when a trustee's personal, financial, or professional interests—or those of a connected person—could, or could appear to, influence their decision-making in a way that is not solely in the charity's best interests.

Common types of conflicts include:

- **Financial conflicts** – a trustee or connected person could benefit financially from a decision.
- **Loyalty conflicts** – a trustee's duties or relationships with other organisations could influence decisions.

Connected persons include spouses, partners, close family members, or any organisation in which the trustee or family member has significant influence.



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Trustee Benefits

Trustees may only receive benefits from the charity if:

1. The benefit is explicitly authorised in the governing document or by the Charity Commission.
2. It relates to legitimate services provided in addition to normal trustee duties.
3. Any potential benefit is fully disclosed and documented.

Note: Payment of reasonable expenses for duties performed as a trustee is not considered a benefit.

Procedures for Declaration and Management

Step 1 – Identify

Trustees must identify any actual, potential, or perceived conflict before participating in relevant discussions or decisions.

Step 2 – Declare

- Declare the interest at the earliest opportunity, ideally in writing.
- Declare the interest at the start of each board or committee meeting where it is relevant.

Step 3 – Manage

- Trustees with a conflict must not participate in decision-making, discussion, or voting on the relevant matter.
- For serious conflicts, the board may require a trustee to step aside, not pursue the action, or resign from the decision-making process.
- Any trustee benefits must be authorised in advance and comply with governing documents and Charity Commission guidance.

Step 4 – Record

- All declarations and actions taken to manage conflicts must be recorded in the minutes.
- Trustee benefits must also be disclosed in the charity's accounts if applicable.



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Register of Interests

- Family Link maintains a **Register of Trustees' Interests**, which is updated annually and whenever a new interest arises.
- Trustees are responsible for keeping their information current.
- The register includes personal, financial, and organisational interests that could conflict with Family Link's work.
- The register is reviewed by the Board annually and can be made available for inspection in line with transparency principles.

Monitoring and Reporting

- The Chair of the Board is responsible for ensuring this policy is followed.
- The Board will review declared interests at least annually and at the start of every meeting.
- Any concerns regarding undisclosed conflicts should be reported to the Chair or the Board immediately.
- The Board ensures that any decisions taken in relation to conflicts are transparent, documented, and auditable.

Review

This policy will be reviewed **annually** by the Board of Trustees, or earlier if legal or regulatory requirements change, to ensure it remains compliant and effective.

Policy approved and adopted by the Family Link Board of Trustees

On the: March 2025

Reviewed: 8th January 2026 by Trustee – Paula Hollywood

Current Play Leader – Kenzie / Megan / Renée / Emma

Current Safeguarding Trustee – Julia James – 07894 672019

Policy due for review: 8th January 2027