



Conflicts of Interest

Version 2.1

Category: Corporate

Latest Review Date: April 2016

Review Frequency: 3 years

Owner: Company Secretary

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POLICY

1. Policy Goal

To ensure that Trustees, subsidiary board directors and staff act, and are seen to act, wholly in the best interests of ECCT, its residents and other service users.

2. Business Objectives

To ensure that all actual or potential conflicts or dualities of interest are openly declared and properly resolved.

To ensure that no conflict arises, or could reasonably be perceived to arise, between the duties of trustees, subsidiary board directors and staff to ECCT and their own personal interests, financial or otherwise.

Where a potential conflict does arise, to ensure that it is appropriately dealt with so as to protect ECCT and its reputation.

To meet the requirements of the Charities Act 2011, Companies Act 2006 and ECCT's Code of Governance in order to minimise the risk of regulatory action and diminution of reputation.

3. Organisational Statement

As a responsible provider of housing, care, housing related support and associated services for people over 55 and as a responsible employer ECCT is committed to ensuring that it, and those who represent it, meet the highest standards of probity and conduct and that decisions and actions are properly taken in the best interests of the ECCT as a whole.

4. Outcomes

All ECCT trustees, subsidiary board members, staff, volunteers, residents, other service users and contractors are aware of this policy and adhere to relevant procedures.

Trustees, subsidiary board directors and staff understand and comply with this policy and declare any private interests which may, or may be perceived to, conflict with the duties of their role.

ECCT's registers of interests are complete, accurate and up to date at all locations.

Trustees, subsidiary board directors and staff are not involved in the applications for, or provision of, services to those to whom they are related or closely connected.

Trustees, subsidiary board directors and staff are not involved in the appointment, discipline, promotion, pay or benefits of staff, to whom they are related or closely connected.

Trustees, subsidiary board directors and staff are not involved in the appointment of a contractor or supplier where they are related or closely connected to an organisation or individual applying or tendering for a contract; nor involved in establishing the terms of a contract, its on-going monitoring and management where they are related or closely connected to the contractor or supplier.

Trustees, subsidiary board directors and staff avoid using ECCT's contractors and suppliers for private purposes, except where this is specifically permitted in advance; no favourable service as a result of the connection with ExtraCare is obtained or accepted and a written declaration confirming that no financial or other advantage has been secured as a result of the relationship with ECCT is provided.

Trustees, subsidiary board directors and staff do not use, or attempt to use, their position to promote their personal interests or those of any connected person, business or other organisation

5. Application

This policy applies to every Trustee, subsidiary board director and employee of ECCT.

The Board of Trustees is responsible for ensuring compliance with this policy in respect of Trustees and subsidiary board directors, who as company directors also comply with the provisions of the Companies Act and / or Charities Act as appropriate. The Board of Trustees will also oversee compliance by the Executive Directors.

The Executive Directors and all managers are responsible for ensuring compliance in their respective areas of responsibility by all members of staff, who are bound by their contracts of employment.

All ECCT employees are required to act in line with this policy and any breach of this policy is misconduct which could result in action being taken in line with the Disciplinary Policy.

Residents, Friends, individual donors and third party suppliers and contractors have an understanding of the policy and how it applies to them.

Other agencies, regulators and partners are aware of the policy and acknowledge their role in implementing it.

6. Reason for the Policy

To set out the procedures for the identification, management and recording of conflicts of interests to ensure that all those who represent and act on behalf of ECCT act only in the best interests of the ECCT and avoid situations where there may be a potential conflict of interest; to protect ECCT, its Trustees, subsidiary board directors and staff from any appearance of impropriety.

7. What is new / What is different

This is a revision of the policy approved by the Board in December 2014 and has been extended to make it clear that staff should not conduct personal / private business on or from ECCT premises or enter into personal transactions with residents or their relatives.

8. How to measure success

Declarations of interest are made by Trustees, subsidiary board directors, the Executive and managers at least annually and sooner in the event of any change in circumstance.

An up to date and accurate Register of Interests is maintained by the Company Secretary in respect of Trustees, Subsidiary board directors, the Executive and Managers and a report is made annually to the Board of Trustees on compliance with this policy.

Managers ensure all employees are briefed, at least annually, on the need to make / update declarations of interest and maintain up to date and accurate Registers of Interest in respect of location staff.

No complaints are made relating to conflicts of interest, no reductions in regulatory framework ratings as a result of breaches and no significant adverse media coverage.

9. Reference to relevant documents

Regulation / Guidance	In House Documents
Charities Act 2011	Articles of Association
Companies Act 2006	Code of Governance
Conflicts of Interest: a guide for charity trustees (CC29)	Staff Handbook
	Code of Conduct
	Gifts & Hospitality Policy
	Procurement Policy
	Volunteering Strategy & Policy
	Resident Involvement Policy
	Recruitment Policies
	Professional Boundaries Policy
	Whistleblowing Policy
	Anti-Bribery Policy
	Appointing Construction Contractors & Consultants Policy
	New Village Sales Policy
	Resales Policy

10. Approval date December 2014, revised April 2016

11. Next review date December 2017