

LITTLE GRANSDEN PAROCHIAL CHURCH COUNCIL

CONFLICT OF INTEREST POLICY

Definition

A 'conflict of interest' arises when the best interests of an individual member of the Parochial Church Council are, or could be, different from the best interests of the parish church itself.

This may be something that affects the member of the PCC directly, or indirectly, through a family member or friend or business partner.

Statement of Intent

Little Gransden Parochial Church Council is committed to ensuring that its decisions and decision-making processes are, and are seen to be, free from personal bias and do not unfairly favour any individual connected with the church.

Policy

It is the policy of Little Gransden Parochial Church Council to:

- Ensure that all members of the PCC understand what constitutes a conflict of interest and that they have a responsibility to recognise and declare any conflicts that might arise for them.
- Document the conflict and the action(s) taken to ensure that the conflict does not affect the decision making of the PCC.

Procedure

When members of the PCC identify that they have a potential conflict of interest they must:

- Declare it as soon as they become aware of it
- Ensure that it is minuted in the appropriate minutes
- Not take part in any formal discussions relating to the matter
- Not take part in any decision making related to the matter
- Not be counted in the quorum for decision making related to the matter

In the interests of frank and open discussion, a member of the PCC affected by a conflict of interest must leave the room while related discussion / decision making is taking place, unless there is good reason for him or her to stay.

The minutes should state:

- The declared conflict
- That the member of the PCC left the room, or the reason why that member was asked to stay.
- That the member took no part in discussion or decision making on the matter

- That the meeting was quorate (not counting the affected member)
- Any other actions taken to manage the conflict

If members of the PCC are unsure what to declare, they should err on the side of caution and discuss the matter with the Chair or vice-Chair for confidential guidance.

Policy adopted on 27 July 2014.

next due for review by 27 July 2017

Stephen Sullivan
Secretary LGPCC

31 July 2014