

BUCKLAND NEWTON COMMUNITY PROPERTY TRUST
CONFIDENTIAL

Conflict of Interest Policy

This policy applies to the Directors and all staff of Buckland Newton Community Property Trust Limited.

Why we have a policy

Directors have a legal obligation to act in the best interests of Buckland Newton CPT Limited (“BNCPT”), and in accordance with BNCPT’s Memorandum and Articles of Association and governing documents. BNCPT staff and volunteers have similar obligations. Conflicts of interest may arise where an individual’s personal or family interests and/or loyalties conflict with those of BNCPT. Such conflicts may create problems; they can:

- ◆ result in decisions or actions that are not in the interests of BNCPT
- ◆ risk the impression that BNCPT has acted improperly.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

The Declaration of Interests

Accordingly, we are asking our Directors and all staff to declare their interests, and any gifts or hospitality received in connection with their role in BNCPT. A Declaration of Interest form is provided overleaf for this purpose.

To be effective, the Declaration of Interest needs to be updated at least annually, and when any changes occur. 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 issue, please contact the Chairperson of the BNCPT Board of Directors for confidential guidance.

Interests will be recorded on BNCPT’s *Register of Interests* which is maintained by the Governance & Safety Officer, noting any statutory requirements applicable. The Register will be accessible to Members of the Board of Directors and Chief Executive.

Data Protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that trustees and all staff act in the best interests of BNCPT. The information provided will not be used for any other purpose.

What to do if you face a conflict of interest

Recognising you in your role in BNCPT you should not be involved in decisions, purchases or award of contract that directly affect any outside service that you are responsible for. Should this occur you should declare your interest at the earliest opportunity and withdraw from any subsequent action or discussions relating to the matter in question. You may, however, participate in discussions from which you may indirectly benefit, for example, where the benefits are universal to all users, or where your benefit is minimal.

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CONFIDENTIAL CONFLICT OF INTEREST DISCLOSURE

Conflict of Interest Statement

As a trustee or as a member of staff, you are required to act in the best interests of BNCPT. However, inevitably, trustees and staff members have a wide range of interests in private, public and professional life and these interests might, on occasions, conflict with Buckland Newton PCT Limited (“BNCPT”)’s aims, objectives and activities.

We are obliged to review any possible conflicts when preparing our annual report so we would be grateful if you would confirm the following:

I, the undersigned, declare that:

- ♦ **I, nor any person connected with me through family, business or another activity, do not have an interest in any contract or transaction that involves Buckland Newton Community Property Trust Limited.**
- ♦ **I, nor any person connected with me have not derived any pecuniary benefit, gifts or hospitality in connection with my role in Buckland Newton Community Property Trust Limited.**

Signed..... Date: / / 2010

Name:

Address:

For office use.	
Received / / 2010	Log in Register / / 2010
By:	Name: