

CONFLICT OF INTEREST POLICY

Introduction

This policy applies to all trustees, staff, and volunteers who are expected to act in the best interests of The Museum of Cambridge (the Charity) and to avoid situations where there may be a potential conflict of interest.

Conflicts of interest may arise where an individual's personal or 'connected persons' interests or loyalties conflict with those of the Charity. Such conflicts may result in the following:

- Inhibition of free discussion,
- Decisions or actions that are not in the interests of the Charity, or
- Suggestion that the Charity has acted improperly

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

Declarations of Interest

A director (Trustee) must declare the nature and extent of any interest, direct or indirect, which they have in a proposed transaction or arrangement with the Charity, or in any transaction or arrangement entered into by the Charity which has not previously been declared. A Trustee must absent themselves from any discussions of the Charity Trustees in which it is possible that a conflict will arise between their duty to act solely in the interests of the Charity and any personal interest (including but not limited to any personal financial interest).

Data Protection

The information provided will be held in accordance with the Museum's Data Protection Policy. Data will be utilised to ensure that the Trustees act in the best interest of the Charity. The information will not be used for any other purpose.

Conflicts of Interest in Trustee Meetings

If a conflict of interests arises for a Trustee because of a duty of loyalty owed to another organisation or person and the conflict is not authorised by virtue of any other provision in the Articles, the un-conflicted Trustees may authorise such a conflict of interest where the following conditions apply:

- i. the conflicted Trustee is absent from the part of the meeting at which there is discussion of any arrangement or transaction affecting that other organisation or person;
- ii. the conflicted Trustee does not vote on any such matter and is not to be counted when considering whether a quorum of Trustees is present at the meeting; and
- iii. the un-conflicted Trustees consider it is in the interests of the Charity to authorise the conflict of interests in the circumstances applying.

A conflict of interests arising because of a duty of loyalty owed to another organisation or person only refers to such a conflict which does not involve a direct or indirect benefit of any nature to a Trustee or to a connected person.

Contract Management

A Trustee or member of staff must not be involved in managing or monitoring a contract in which there is a conflict of interest. Independent arrangements must be made for review of bills and invoices and performance management.

Declaration of Benefits

Where a Trustee benefits from a Board or Committee decision, all payments or benefits in kind will be reported in the annual report and accounts with amounts listed for the financial year.

Where a member of staff is connected to an individual or organisation involved in the supply of a service or product to the Charity, this information should also be fully disclosed in the annual report and accounts.

Review

The Conflict of Interest Policy will be reviewed yearly.

Approved by the Board of Trustees on 15th April 2021.

Next review due in April 2022.