



Council for British Research in the Levant

CBRL CONFLICTS OF INTEREST POLICY

This policy applies to all trustees, employees, contractors and anyone working pro bono for CBRL.

Why We Have a Policy

Trustees have a legal obligation to act in the best interests of CBRL, and in accordance with the charity's governing document, and to avoid situations where there may be a potential conflict of interest. Staff and volunteers have similar obligations.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of CBRL. Such conflicts may create problems; they can:

- inhibit free discussion
- result in decisions or actions that are not in the interests of CBRL
- risk the impression that CBRL 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 trustees and senior staff to declare their interests, and any gifts or hospitality offered and received in connection with their role in CBRL. A declaration of interests form is provided for this purpose (Appendix I), listing the types of interest you should declare.

To be effective, the declaration of interests needs to be updated at least annually, and when any material 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.

The register of interests shall be used to record all gifts of value over £50 and hospitality over £100 received by the trustees and staff.

Interests and gifts will be recorded on the charity's register of interests (Appendix II is CBRL's proforma), which will be maintained by the UK Executive Assistant. In the interests of transparency, the register will be accessible by all trustees.

Data Protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 2018. Data will be processed only to ensure that trustees and senior staff act in the best interests of CBRL. The information provided will not be used for any other purpose.

What to do if you Face a Conflict of Interest

If you believe you have a perceived or real conflict of interest you should:

- declare the interest at the earliest opportunity
- withdraw from discussions and decisions relating to the conflict.



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The Honorary Secretary should take special care to ensure that minutes or other documents relating to the item presenting a conflict are appropriately redacted for the person facing the conflict. A balance needs to be made to ensure that the person still receives sufficient information about the activities of the charity generally without disclosing such sensitive information that could place the individual in an untenable position.

If you fail to declare an interest that is known to Honorary Secretary and/or the Chair, the Honorary Secretary or Chair will declare that interest.

Decisions taken where a Trustee or Member of Staff has an Interest

In the event of the board having to decide upon a question in which a trustee or member of staff has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested board members may not vote on matters affecting their own interests.

All decisions under a conflict of interest will be recorded and reported in the minutes of the meeting.

The report will record:

- the nature and extent of the conflict
- an outline of the discussion
- the actions taken to manage the conflict

Where a trustee benefits from the decision, this will be reported in the annual report and accounts in accordance with the current Charities SORP.

All payments or benefits in kind to trustees will be reported in the charity's accounts and annual report, with amounts for each trustee listed for the year in question.

Where a member of CBRL's staff is connected to a party involved in the supply of a service or product to the charity, this information will be fully disclosed in the annual report and accounts.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.

Managing Contracts and Agreements

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.

Please see the CBRL Financial Procedures Manual on management of contracts, agreements and associated payments.



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Date of issue: June 2021

Review Date: June 2024

Appendix I [Declaration of interests form](#)

Appendix II [Register of Interests proforma](#)



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Appendix I

The Council for British Research in the Levant

Declaration of Conflict of Interest

I _____ as employee/trustee/volunteer* of the Council for British Research in the Levant have set out below my interests in accordance with the organisation's conflicts of interest policy.
[*delete as appropriate]

Category	Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection
Current employment and any previous employment in which you continue to have a financial interest	
Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals etc.	
Membership of any professional bodies, special interest groups or mutual support organisations.	
Investments in unlisted companies, partnerships and other forms of business, major shareholdings [charities may set a figure here, e.g. more than 1% or 5% of issued capital] and beneficial interests.	
Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months.	
Do you use, or care for a user of the organisation's services?	
Any contractual relationship with the charity or its subsidiary	
Any other conflicts that are not covered by the above.	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

Signed:

Position:

Date:

Notes:

1. Form is intended to disclose all significant interests, whether or not the trustee perceives them to create any sort of conflict. If in doubt, please disclose.
2. "Connected persons" covers immediate family i.e. spouse, civil partner, partner, dependents.

Reviewed: June 2021

Next Review Date: June 2024



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Appendix II

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Register of Conflict of Interests for Trustees (Examples)

Name of trustee	Description of interest	Does the interest relate to the trustee or a person closely connected to the trustee (describe)?	Is the interest current?
Mr. T. Smith	Joint owner of catering company Member of the local authority	Trustee, other joint owner is the trustee's daughter. Trustee	Current
Mr. A. Wright	Trustee of xyz charity	Trustee	Current
Miss. R. Clifford	Was bought lunch to value of £40 by representative of a photocopying machine supplier	Trustee	Current