

# rose gale trust

## Conflict of Interest Policy

### Background

Rose Gale Trust (the Trust) is established as a grant giving body and it is only in the context of making awards that a conflict of interest may arise.

Note that awards will only be made directly to young people, not to bodies or others that will run projects for young people.

In this context a conflict of interest may arise from an individual who is related to the applicant, be involved in work to be funded by the award, or be a member of a body that will materially benefit from the award. (The Trust does not consider that just being a member of a same body as the applicant as a conflict of interest, unless that body will materially benefit from the award.)

### Awards Groups

The Trustees may establish an Awards Group and will define the terms of reference and membership which may be subject to review and changed from time to time at a properly constituted meeting of Trustees.

It is not the policy that decisions should be referred to a future meeting (except where time runs out - in which case the committee is to re-convene at the earliest opportunity), at the conclusion of each meeting of the Awards Group decisions on all applications (yes or no) are to be made.

In the absence of a delegated Awards Group, the Trustees will act as the Group.

### Conflict of interest

At each Awards Group meeting, every member is to declare any interest in any of the applications in advance of its consideration by the Group.

Any member declaring an interest may offer information on the application at the meeting, but may not vote on the award; where the loss of the vote would mean loss of quorum, then the decision on that application will be referred as soon as possible after the meeting to 2 independent Trustees.

If it comes to light that a conflict of interest did arise but was not declared, the situation is to be reviewed by the Trustees (but excluding those under review) and the person or Trustee concerned will be suspended from any award decisions until such review is completed. The decision of the Trustees in such cases is final; in extreme cases, the person/Trustee may be dismissed from their position in the Trust.

## **Urgent awards**

The quorum necessary to make an award will be defined in the terms of reference, but the Trustees shall always retain the power to make an award in response to an urgent request without calling for a full meeting of the Awards Group. The quorum for making an urgent award will be any 2 Trustees.

For urgent awards, where a Trustee declares an interest then another Trustee should be sought. Where no other Trustee is available within the urgent timescale, then the Trustees may make a decision and an award made. The decision is then to be referred to the next Trustees meeting for a review of the decision and possible enhancement to this policy. In all decisions, it is the interests of the young people/applicants that are to be to the fore.

This policy was reviewed and approved at the AGM held on 1 st February 2014.

Signed by: ..... Peter Williams, Trustee, Chair of Meeting

(signature held on original copy on file with the Trust)