

Guidance Note on Conflicts of Interests

Under UK Law, Trustees are required to make decisions that are in the best interest of their charity

If a member of the Linacre College Governing Body or a College committee member has to make a decision which might benefit them personally or benefit another organisation or individual to which they have some loyalty they should declare a conflict of interest. This Conflict of Interest Statement template ("CIS") is provided for that purpose.

The purpose of making a CIS is to ensure that any particular conflict of interest is properly and openly managed. This might include explicit authorisation of the benefit, or requiring the trustee to take no further part in making the decision.

What conflicts should be declared?

As a general rule you should include in your CIS details of any interest of yours (or of a member of your family) which could be seen as or which could give rise to a conflict with your position within the College.

By way of example, and without limitation, such matters will include:

- Paid or unpaid employment or self employment (including partnerships)
- Company directorships, consultancies, advisory posts, other positions of responsibility etc (whether remunerated or not)
- Public and voluntary sector appointments
- Substantial shareholding/s and beneficial interests (whether in terms of value or % of issued capital) held by you and/or members of your family in a company (a) in which the College has funds invested or (b) which may have dealings with the College. 'Substantial' would include a controlling interest.
- Membership of any special interest group

"Family members"

For the purpose of the CIS a person is treated as a member of your family if he or she lives within your household or is a close relative (i.e. spouse, parents, siblings, child and grandchild).

What should I do if I am unsure whether to declare a matter on the CIS?

If you are unclear whether something may give rise to a potential conflict of interest, contact the Chair of the relevant committee or the Principal for guidance, and always err on the side of caution. As a general guide ask yourself "Are there any circumstances in which this interest could embarrass or damage the reputation of the College?" If the answer is in the affirmative you should declare the matter.



Linacre College

Conflict of Interest Statement

Trustees: Please complete this Conflict of Interests Statement and hand it to the Chair of the relevant Committee or to the Principal prior to the start of the meeting at which such conflicts may occur.

College Officer: Please complete this CIS and hand it to your line manager as soon as you are aware of a potential conflict of interest in the decisions that you need to make as part of your duties.

Name:	
Position/Title:	
Date:	
Issue:	
Potential conflict of interest	

Signed: