

# Conflicts of Interest

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## Meetings

Conflicts of Interest is a standing item on all Board agendas; the chairman will remind Trustees at the start of each meeting that any interests must be declared.

A record of any professional or personal interest that may make it difficult for a Trustee to fulfill their duties impartially, or may create an appearance of impropriety, with any item on the agenda for that day's meeting is to be noted in the minutes of the meeting. Specifically:

- If a Trustee is in any way, directly or indirectly, interested in a proposed transaction or arrangement with the Charity, s/he must declare the nature and extent of that interest to the other Trustees
- If a declaration of interest proves to be or becomes inaccurate or incomplete, a further declaration must be made
- Any required declaration of interest must be made before the Charity enters into the transaction or arrangement
- A declaration is not required in relation to an interest of which the Trustee is not aware or where the Trustee is not aware of the transaction or arrangement in question. For this purpose a Trustee is treated as being aware of matters of which s/he ought reasonably to be aware.

If a Trustee states a conflict of interest s/he should withdraw from the meeting during any discussion of that item unless expressly invited to remain in order to give information; not be counted in the quorum for the part of the meeting devoted to that item; and withdraw during the vote and have no vote on the matter.

## Register

Members of the Board should declare all interests which are relevant and material. Specifically, if the individual, or a close family member (parent/child/partner) or business partner holds:

- A paid or unpaid senior role (board level appointment, including non-executive and President, Patron etc, trustee, director, or senior team, or financial, contracting or other authority), or a financial or business interest in a charity, public body or commercial entity, including consultancies:



- Which provide goods or services to us, or one of our subsidiaries, or contract for our services.
- Which may seek to do business with us.
- Which operate in a field related to our work, or which may reasonably be perceived as a competitor.
- With whom we have a partnership, or other working relationship.
- An elected position in a public or other body, or a senior or public facing role in a political party, or other politically active organisation.
- Any other role or participation in an activity that might reasonably be perceived by stakeholders, as a potential conflict of interest.

Trustees may retain existing or other roles, and for those whose livelihood involves professional involvement, continue with it provided it is transparent and not inconsistent with the organisation's role, aims or objectives.

Following appointment, Trustees will seek advice from the Chairman (and in the case of the Chairman from such expert as may be agreed) before taking on any new role(s) in which there might be a real or perceived conflict of interest.

Where a Trustee's circumstances involve or might appear to involve a material conflict of interest in her or his role, s/he will declare these in the register and, where appropriate, withdraw from related business and discussions.

All personal or business interests which may, or may be perceived to influence a Trustee's judgement should be declared. Reimbursement of approved expenditure to a Trustee by the Charity does not create a declarable conflict of interest.

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