

Conflict of Interests Policy

The Leadership Academy has based this policy on the Charity Commission of England and Wales guidance document, ['Conflicts of interest: a guide for charity trustees \(CC29\)'](#).

1.0 What is a conflict of interest?

- Conflict of interest: a conflict of interest is any situation in which a director's personal interests or loyalties could, or could be seen to, prevent them from making a decision only in the best interests of the company.
- A conflict of interest can occur when a director is put in a situation or circumstance that impacts their ability to apply judgement or act in their role, or could be, impaired or influenced by a secondary interest.
- Even if the individual doesn't actually benefit, a conflict can still occur if it appears a decision may have been influenced. The perception of competing interests, impaired judgement or undue influence can also be a conflict of interest.

2.0 Directors have a personal responsibility to declare conflicts of interest if they are to fulfil their legal duty to act only in the best interests of the Leadership Academy.

3.0 Directors should declare business and personal interests and those of their spouse, partner, family and close relatives.

4.0 Director benefits are defined on page 8 of the [Charity Commission Guidance Document 'Conflicts of interest: a guide for charity trustees \(CC29\)'](#). Legal authority will be required before any transaction involving directors' benefit is undertaken.

5.0 Directors should:

- Record their interests in the director's register of interests.
- Declare interests at the beginning of each meeting.
- Remove a director from the decision-making process if and when appropriate.
- Record details of the discussions and decisions made.

6.0 This policy will be reviewed annually by the Audit and Risk Assurance Committee and monitored and enforced by the Leadership Academy Board of Directors.