



Conflict of Interest Policy

(c) Institute for Social Value 2025. Not to be reproduced without permission. All rights reserved.

Applies to All Volunteers

The Institute for Social Value is committed to upholding the highest standards of integrity, courage, leadership and collaboration. The following policy outlines how conflicts of interest will be identified, managed and recorded. This policy applies to all volunteers and is guided by relevant policy and legislation. Although some of the legislation refers specifically to charities, the Institute for Social Value is a not-for-profit organisation that works in line with charity regulatory standards to maintain high standards within the sector.

1. General Principles

All decisions made by volunteers will be in the best interests of the Institute. Personal interests, or those of individuals or organisations connected to volunteers, must not influence these decisions.

2. Types of Conflict

There are two common types of conflict of interest:

- **Financial conflicts** – where a volunteer, or someone or an organisation connected to them, could benefit financially or receive something of value as a result of a decision made by the volunteer. This does not include reimbursement of reasonable expenses.

- **Loyalty conflicts** – where a volunteer has other duties or relationships that could prevent them from acting solely in the interests of the Institute.

A conflict of interest may arise when an individual has a connection with another organisation or person that the Institute has a financial or working relationship with. This may include:

- **Family members** – such as a partner, spouse or child
- **Organisational roles** – such as being a trustee, board member or employee of another organisation involved with the Institute

3. Related Parties

We have close working relationships with a number of organisations with which we share values. While collaboration is important, these organisations are independent entities and may also be contractual partners.

It is essential that we are, and are seen to be, independent in our decision-making. volunteers with close personal or professional relationships with these organisations, or with individuals employed by them, must declare these as potential conflicts of interest. This applies to all organisations we have formal or contractual relationships with.

4. Meetings

Conflicts of interest are a standing item on all meeting agendas. The Chair will remind members at the start of each meeting that any conflicts of interest must be declared and logged in our Conflicts of Interest Register.

Any declaration of a professional or personal interest that could compromise impartiality, or create an appearance of impropriety, must be recorded in the minutes. Specifically:

- If a volunteer is directly or indirectly interested in a proposed transaction or arrangement, they must declare the nature and extent of that interest
- If a previous declaration becomes inaccurate or incomplete, a new declaration must be made

- Declarations must be made before the Institute enters into any transaction or arrangement
- No declaration is required if the volunteer is unaware of the interest or the relevant transaction, provided they could not reasonably be expected to know about it

If a conflict of interest is declared, the volunteer will normally be asked to leave the meeting during discussion of the relevant item.

5. Potential Conflicts of Interest

There may be occasions where it is in the best interests of the Institute to pay or provide other benefits to a volunteer for services beyond their normal duties. Any such arrangement will be considered on a case-by-case basis, in line with our policies, procedures and any governing policies and legislation.

If an individual is not involved in the decision-making process, there may be no direct conflict. However, where a relationship exists with the organisation or with another volunteer or member of the ISV team, it may give rise to the perception that decisions were not made impartially.

6. Managing Conflicts of Interest

To manage potential or actual conflicts, the decision makers will consider the following:

- Is this the best use of our resources?
- Could another provider offer the same service?
- If there are alternatives, which option offers the best value in terms of cost, quality and availability?

7. Recording Decisions

All conflicts of interest will be documented in meeting minutes. The record will include the nature of the conflict, the discussion held, and the rationale for any decisions taken, to ensure transparency and accountability.

Version Control – Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
------------	-------------	---------------	--------------	---------------

1.0	Isabelle Parasram OBE	June 2025	Initial draft approved	Annually
-----	--------------------------	-----------	---------------------------	----------

Regulatory Guidance

Conflicts of interest: a guide for charity trustees

Guidance on identifying and managing conflicts of interest to protect your charity's decision-making.

Link: <https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees-cc29>

Trustee expenses and payments (CC11)

Explains when trustees can be paid for services and what permissions may be required.

Link: <https://www.gov.uk/government/publications/trustee-expenses-and-payments-cc11>

Managing conflicts of interest in your charity

A concise summary of the rules, responsibilities, and procedures for managing conflicts.

Link: <https://www.gov.uk/guidance/manage-a-conflict-of-interest-in-your-charity>

Trustees: disqualification and automatic disqualification rules

Outlines circumstances under which someone may be disqualified from acting as a trustee.

Link: <https://www.gov.uk/guidance/automatic-disqualification-rules-for-charity-trustees-and-charity-senior-positions>

Charity land and property – selling or leasing to someone connected with the charity

Sets out the legal and ethical requirements for transactions involving connected persons.

Link: <https://www.gov.uk/guidance/selling-charity-land-or-property>

(c) Institute for Social Value 2025. Not to be reproduced without permission. All rights reserved.