



Guidance for managing conflicts of interest

**The Parochial Church Council of the Ecclesiastical Parish of
St Peter and St Paul Rustington**

Conflicts of interest

General

All staff, volunteers, and members of the PCC of St Peter and St Paul Rustington will strive to avoid any conflict of interest between the interests of the church on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the PCC's decision-making process, to enable our beneficiaries and others to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and PCC members.

This policy is in addition to good judgment rather than to replace it; and staff, volunteers and members of the PCC or its groups/committees should respect its spirit as well as its wording.

Examples

Examples of conflicts of interest (though this list is not exhaustive) include:

1. A PCC member who is also a user of the church/church hall who must decide whether fees from users should be increased.
2. A PCC member who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
3. A PCC member who is also on the committee of another organisation that is competing for the same funding or use of the church/church hall.
4. A PCC member who has shares in a business that may be awarded a contract to do work or provide services for the church/church hall.

Voluntary disclosure

It is good practice for each PCC member, upon appointment, to make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure can be kept on file and updated as appropriate.

In the course of meetings or activities, PCC members must disclose any interests in a transaction or decision where there may be a conflict between the PCC's best interests and the PCC member's personal best interests or a conflict between the best interests of two organisations that the PCC members are involved with.

After disclosure, they may make a statement outlining their views/opinion but will not be able to take part in the discussion or decision. Depending on the judgement of the other PCC members present at the time, they may be asked to leave the room for the discussion.

Minutes of the PCC

Any such disclosure and the subsequent actions taken will be noted in the minutes.