

Dunblane Development Trust

Conflict of Interest Policy - Board and Committees

Note: Throughout this document the term “Trustee” is used in preference to “Director” to reflect the fact that DDT is primarily a charitable organisation.

Trustees should always act in the best interest of the Charity and bring an independent judgement to bear on issues in any decision or matter under discussion including, but not limited to, issues of strategy, performance, resources (including personnel matters), contracts and standards of conduct and it is for the Board or the relevant Committee to decide, in particular cases, whether this definition of independence is met.

Trustees must always act in accordance with their duties at general law and in particular in accordance with their duties of a Charity Trustee as set out in the Charities and Investment (Scotland) Act 2005 and Companies Act 2006 including, but not limited to, their duties to act in good faith and for a proper purpose to exercise the powers and fulfil the duties of their office honestly. Trustees must not put themselves in a position where there is an actual, potential or perceived conflict between their duties at law and their personal or business interests.

For the purposes of this conflict of interest policy, Trustee should declare the interests of a spouse, partner or close family member.

On appointment, Member and Co-opted Trustees will be asked to complete a form which requests information on potential conflicts of interest with the DDT. This information will be held in a Register of Interests of Trustees which will be made available on request. Trustees will be asked on an annual basis to review their entry in the Register and either confirm that the information remains correct or to make amendments. In addition Trustees are expected to notify the Company Secretary as soon as possible of any new relevant interest as they arise.

It is recognised that it is not possible for Trustees to foresee issues which may be discussed at Board or Committee meetings. Trustees are therefore asked to declare an interest at any meeting where the matter is to be discussed, whether or not that interest has already been recorded in the Register or in the minute of a previous meeting. At the discretion of the other Trustees present at the meeting, the interest should be noted and, if it is relatively minor, the Trustee should fully participate in the item of business. Otherwise, the Trustee should not participate in discussion and/or not vote on a decision and/or should withdraw from the meeting during the relevant discussion or decision at the discretion of the remaining Trustees present. In any cases of doubt, a Trustee should consult with the Chair in advance of discussion of an item in which they believe they might have a relevant interest.