**PARISH OF THE ASCENSION CONFLICT OF INTEREST POLICY**
**(CHURCHES OF ST AUGUSTINE OF CANTERBURY and ST GILES, and ST LUKE's LEP[1])**

The PCC is committed to ensuring its decisions and decision-making processes are, and are seen to be, free from personal bias and do not unfairly favour any individual connected with the charity. It is the policy of the PCC to ensure that every member understands what constitutes a conflict of interest and that they have a responsibility to recognise and declare any conflicts that might arise for them, document the conflict and the action(s) taken to ensure that the conflict does not affect the decision making of the organisation.

When a member of the PCC, any PCC subcommittee, or a District Church Council (DCC) or Ecumenical Church Council (ECC) identifies that they have a potential conflict of interest they must:

- declare it as soon as they become aware of it;
- ensure it is minuted in the appropriate minutes;
- not take part in any committee discussions relating to the matter but may be requested to provide information to the committee in any form;
- not take part in any decision making related to the matter; and
- not be counted in the quorum for decision making related to the matter.

In the interests of frank and open discussion, any such member affected by a conflict of interest must leave the room while related discussion / decision making is taking place, unless there is good reason for them to stay.

The minutes should state:

- the declared conflict;
- that the member left the room, or the reason they were asked to stay;
- that the member took no part in discussion or decision making on the matter;
- that the meeting was quorate (not counting the affected member); and
- any other actions taken to manage the conflict.

If a member is unsure what to declare, they should err on the side of caution and discuss the matter with the Chair for confidential guidance.

This policy is reviewed annually. Policy adopted: 22nd November 2016. Last approved: 20 February 2025. Next review date: February 2028.

[1] Local Ecumenical Partnership (United Reformed Church with Church of England)