



# National Transport Trust

Preserving the past for the future

Old Bank House, 26 Station Approach  
Hinchley Wood, Esher KT10 0SR

## Conflict of Interests Policy

This policy applies to all Trustees, Officers and those carrying out tasks for the Transport Trust.

The Transport Trust (the Trust) is an incorporated charitable company. For the purposes of company law the Trustees are the directors. The Trust's Conflict of Interests policy draws on good practice suggested by the National Council for Voluntary Organisations (NCVO). Some Trustees of the Transport Trust may be nominated by other organisations who are stakeholders. There may, on occasions, be a potential conflict between the best interests of the Transport Trust and those of the stakeholder organisation.

### Why we have a policy

Trustees have a legal obligation to act in the best interests of The Transport Trust, and in accordance with Trust's governing document, and to avoid situations where there may be a potential conflict of interest. Other volunteers, and staff should the Trust employ any in the future, have similar obligations.

Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of the Trust. Such conflicts may create problems; they can:

- inhibit free discussion;
- result in decisions or actions that are not in the interests of the Trust;
- risk the impression that the Trust has acted improperly.

Due to the work of the Trust, such conflicts are most likely to occur where a Trustee is a member of another organisation with whom the Trust works, or who is the beneficiary of Trust assets or whose objectives might not correspond with those of the Trust. The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

### The declaration of interests

Accordingly, we are asking trustees, officers and any volunteers who may be involved in decision making for the Trust to declare all potentially conflicting interests, and any gifts or hospitality offered and received in connection with their role in the Trust. A declaration of interests form is provided for this purpose, listing the types of interest you should declare.

To be effective, the declaration of interests needs to be updated at least annually, and when any material changes occur.

If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the Chairman for confidential guidance.

This register of interests shall be used to record all gifts of a value over £5 and hospitality over £10 received by the trustees, officers and volunteers as appropriate. For the avoidance of doubt, expenses properly reimbursed by other organisations in accordance with the own rules do not need to be declared.

Interests and gifts will be recorded on the Trust's register of interests, which will be maintained by Treasurer. The register will normally only be accessible by the Chairman and Deputy Chairman.

#### [Data protection](#)

The information provided will be processed in accordance with data protection principles as set out in the General Data Protection Act 2018 as amended from time to time. Data will be processed only to ensure that trustees, officers and volunteers as appropriate act in the best interests of the Trust. The information provided will not be used for any other purpose. Full details of the Trust's policy in respect of Data Protection can be found in its Data Protection Policy.

#### [What to do if you face a conflict of interest](#)

If you believe you have a perceived or real conflict of interest you should:

- declare the interest at the earliest opportunity;
- withdraw from discussions and decisions relating to the conflict.

The Deputy Chairman (or such other person taking minutes) should take special care to ensure that minutes or other documents relating to the item presenting a conflict are appropriately redacted for the person facing the conflict. A balance needs to be made to ensure that the person still receives sufficient information about the activities of the Trust generally without disclosing such sensitive information that could place the individual in an untenable position.

If you are a beneficiary of the Trust, you should not be involved in decisions that directly affect the benefit that you receive. You should declare your interest at the earliest opportunity and withdraw from any subsequent discussion, unless expressly invited to remain in order to provide information. In this case you may not participate in, or influence, the decision or any vote on the matter. You will not be counted in the quorum for that part of the meeting and must withdraw from the meeting during any vote on the conflicted item.

If you fail to declare an interest that is known to the Trust Chair and/or the deputy chair, the Trust chair will declare that interest.

#### [Decisions taken where a trustee or member of staff has an interest](#)

In the event of Council having to decide upon a question in which a trustee, officer or a volunteer has an interest, all decisions will be made by vote, with a simple majority two thirds majority required. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested Council members may not vote on matters affecting their own interests

All decisions under a conflict of interest will be recorded by Deputy Chairman (or such other person noted above) and reported in the minutes of the meeting. The report will record:

- the nature and extent of the conflict
- an outline of the discussion
- the actions taken to manage the conflict.

Where a trustee benefits from the decision, this will be reported in the annual report and accounts in accordance with the current Charities SORP.

All payments or benefits in kind to trustees will be reported in the Trust's accounts and annual report, with amounts for each trustee listed for the year in question.

Where a trustee, officer or volunteer (where appropriate) is connected to a party involved in the supply of a service or product to the Trust, this information will be fully disclosed in the annual report and accounts.

#### Trustee payments and expenses

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.

#### Managing contracts

If you have a conflict of interest, you must not be involved in managing or monitoring a contract on behalf of the Trust in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.

Accepted as a policy of the National Transport Trust at a Council meeting on 15<sup>th</sup> September 2020

Stuart Wilkinson  
Chairman