Lady Margaret Hall Settlement (LMHS) Conflict of Interest Policy

1. Purpose

The Trustees of Lady Margaret Hall Settlement (LMHS) are committed to acting at all times in the best interests of the charity and its beneficiaries. This policy aims to protect the integrity of the charity's decision-making processes and ensure that any actual, potential, or perceived conflicts of interest are properly identified and managed.

2. Definition

A conflict of interest arises when a trustee's personal, professional, financial, or family interests could influence, or be perceived to influence, their ability to make decisions solely in the best interests of LMHS.

Examples include:

- A trustee receiving payment from the charity.
- A trustee, family member, or close associate providing goods or services to the charity.
- A trustee having an interest in an organisation that is applying for funding from, or contracting with, LMHS.
- Decisions that may benefit a trustee personally or financially.

3. Declaration of Interests

All trustees must declare any actual, potential, or perceived conflicts of interest as soon as they become aware of them.

A register of interests will be maintained by the charity and reviewed annually.

4. Managing Conflicts

Where a conflict of interest arises:

1. The trustee must declare the conflict at the earliest opportunity.
2. The declaration will be recorded in the meeting minutes.
3. The trustee will not participate in discussions or decisions relating to the matter unless expressly permitted under the charity's governing document and relevant charity law.
4. The remaining trustees will determine how the conflict should be managed and whether the trustee should withdraw from the meeting for that item.

5. Recording Decisions

All declared conflicts and the actions taken to manage them will be recorded in the minutes of trustee meetings.

6. Review

This policy will be reviewed annually by the Trustees and updated as necessary to ensure compliance with Charity Commission guidance and good governance practice.

Approved by the Trustees of Lady Margaret Hall Settlement (LMHS)

Date: 10 November 2026

Review Date: 9 November 2027