

The Phoenix Fellowship Conflicts of Interest Policy

(Version 1.0)

Purpose and Scope

This policy is intended to protect the integrity and independence of decision-making within the Phoenix Fellowship. It sets out how actual, potential, or perceived conflicts of interest must be identified, declared, and managed. The policy applies to all Trustees, staff, advisors, and anyone acting on behalf of the charity.

What is a Conflict of Interest?

A conflict of interest arises when an individual's personal, professional, or financial interests may interfere with, or be perceived to interfere with, their ability to make objective decisions in the best interests of the Phoenix Fellowship. This includes:

- Direct financial benefit to the individual or someone close to them
- Indirect benefit through organisations with which the individual is connected
- Personal relationships that may unduly influence decision-making
- Situations where loyalties are divided between the Phoenix Fellowship and another organisation

Duty to Declare

All Trustees and relevant individuals must declare any actual or potential conflict of interest:

- On appointment to the Board or in their role
- On an ongoing basis, as and when new conflicts arise
- At the start of any meeting where the conflict is relevant to the business being discussed

Declarations must be made in good faith and as early as possible.

Managing Conflicts

When a conflict is identified:

- It will be recorded in the charity's Conflict of Interest Register
- The individual must withdraw from any discussion or decision where the conflict applies, unless the Board agrees that their input is essential and does not compromise impartiality
- In significant cases, the Board may ask the individual to step away from the relevant activity altogether
- If the conflict relates to a Trustee, the decision will be recorded in the meeting minutes along with any measures taken to manage the situation

No individual may be involved in decisions about a fellowship application or financial disbursement that directly benefits them or someone closely connected to them.

Conflict of Loyalty

Some conflicts arise from divided loyalty, for example, being a member of another organisation affected by a Phoenix Fellowship decision. These must still be declared and managed in line with this policy.

Register of Interests

The Administrator maintains a Register of Interests, which is reviewed annually and updated as needed. All Trustees and senior staff are required to submit an annual declaration confirming any current conflicts or affirming that none exist.

Breaches

Failure to disclose a relevant interest or comply with this policy may be treated as a serious matter. The Board may take appropriate action, including removal from office or reporting to the Charity Commission.

Contact

If you have any questions about this policy, please contact the Policy Lead using the policy@phoenixfellow.org email address.

Review

This policy is reviewed at least once a year and sooner if legal requirements or our operations change. The version number and effective date will be updated on publication.

Effective date

Effective from. 1st October 2025

Document owner. Policy Lead.

Next planned review. September 2026