**Churches Together in England (CTE)**

**Conflict of Interest Policy**

Policy

* This policy applies to all trustees and officers of the Churches Together in England (CTE) and to all meetings of CTE. It also applies to the members and meetings of any sub-committees or working parties which the Board may from time to time create.
* Trustees of CTE are required to complete a Declaration of Interests Certificate when they join the Board or one of its sub-committees or working parties. Amendments or additions to the declaration should be reported to the General Secretary as soon as possible and all Certificates shall be up-dated annually.
* Potential conflicts of interest shall be declared to the Chair of the meeting as soon as the agenda is circulated. The existence of a potential conflict of interest, but not necessarily the details, shall also be declared at the beginning of the meeting.
* The Chair shall decide whether the conflict of interest is such that the individual to whom it relates should withdraw from the discussion and/or from any decision arising from the discussion.
* In the case of a conflict of interest involving the Chair of a sub-committee or working group, the Chair of CTE shall be notified and shall decide what action should be taken.
* In the case of a conflict of interest involving the Chair of CTE, the Deputy Chair shall be notified and shall decide what action should be taken.
* The existence of a conflict of interest shall be recorded in the minutes, together with the decision taken as to the continuing involvement of the individual in the relevant item of business.

This policy will be reviewed annually by CTE.

Approved by the Board of Trustees of Churches Together in England

Signed

Dated

Reference Minute