



## **Guidance for managing conflicts of interest**

**The Parochial Church Council of the Ecclesiastical Parish of  
St Wilfrid's, Chichester**

Name of PCC Member responsible for conflict management  
Adam Taylor [chijazz@live.co.uk](mailto:chijazz@live.co.uk)

# Conflicts of interest

## General

All staff, volunteers, and standing committee members the PCC of St Wilfrid's, Chichester, will strive to avoid any conflict of interest between the interests of the church on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the PCC's decision-making process, to enable our beneficiaries and other users to have confidence in our integrity, and to protect the integrity and reputation of volunteers, staff and PCC members.

This policy is in addition to good judgment rather than to replace it; and staff, volunteers and standing committee or other sub-committee members should respect its spirit as well as its wording.

## Examples

Examples of conflicts of interest (though this list is not exhaustive) include:

1. A PCC member who is also a user who must decide whether fees from users should be increased.
2. A PCC member who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
3. A PCC member who is also on the committee of another organisation that is competing for the same funding or use of the church hall.
4. A PCC member who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

## Voluntary disclosure

Upon appointment each PCC member will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

In the course of meetings or activities, PCC members will disclose any interests in a transaction or decision where there may be a conflict between the PCC's best interests and the PCC members' personal best interests or a conflict between the best interests of two organisations that the committee members are involved with. A member who has disclosed a conflict of interest may be asked to leave the room for the discussion and may not be able to take part in the decision, depending on the judgement of the other committee members present at the time.

## Minutes of the PCC

Any such disclosure and the subsequent actions taken will be noted in the minutes.