

CAMBRIDGE MUSEUM OF TECHNOLOGY

The Old Pumping Station, Cheddars Lane, Cambridge, CB5 8LD

Charitable Incorporated Organisation Number 1156685

Conflicts of Interest Policy

1. Introduction

This policy applies to all trustees, staff and volunteers who are expected to act in the best interests of The Cambridge Museum of Technology Trust (the Trust) and to avoid situations where there may be a potential conflict of interest.

Conflicts of interest may arise where an individual's personal or 'connected persons' interests or loyalties conflict with those of the Trust. Such conflicts may create the following :

- Inhibit free discussion
- Result in decisions or actions that are not in the interests of the Trust
- Suggest the Trust has acted improperly

The aim of this policy is to protect the Trust and the individuals involved from any appearance of impropriety.

2. Declarations of Interest

Accordingly the Trust requires all trustees to declare their interests by completing the Declaration of Interests Form and updating it as changes occur. These interests will be recorded on the Trust's Register of Interests which is maintained by our administrator. This data is also used as part of the annual accounts review.

3. Data Protection

The information provided will be held in accordance with the Museum's Data Protection policy. Data will be utilised to ensure that the trustees act in the best interest of the Trust. The information will not be used for any other purpose. Signing the Declaration of Interests Form confirms your agreement for your data to be processed for the purposes of this policy.

4. Conflicts of Interest in Trust Meetings

All trustees should declare their interests in relation to any items on the agenda at the start of any Board or Committee meeting. In the event that the conflict is material, the trustee should leave the room while the pertinent agenda item is discussed. The conflict and action should be recorded in the minutes and the Register of Interests updated.

Where the minority of trustees have a conflict but their input would be valuable to aid decision making, the majority of trustees may vote for the minority to remain for discussion purposes only. Otherwise the minority should leave the room while the decision is taken. In this event, the majority decision must be recorded in the minutes and the Register of Interests updated.

The quorum must be maintained for discussion and decision of agenda items. Should the withdrawal of the conflicted trustee result in a loss of quorum then no decision can be taken at this meeting. The loss of quorum should be minuted.

In the event that individual fails to declare an interest that is known to another trustee or administrator then the other trustee or administrator should declare that interest.

5. Contract Management

A trustee or member of staff must not be involved in managing or monitoring a contract in which there is a conflict of interest. Independent arrangements must be made in particular for review of bills and invoices and performance management.

6. Declaration of Benefits

Where a trustee benefits from a Board or Committee decision, all payments or benefits in kind will be reported in the annual report and accounts with amounts listed for the financial year.

Where a member of staff is connected to an individual or organisation involved in the supply of a service or product to the Trust, this information should also be fully disclosed in the annual report and accounts.

7. Approval

Signature of Chair of Trustees

Date of approval: 19th January 2017

8. Review

Review Date: on or before 12th January 2019

9. Document History

Adopted: 9th January 2014

Reviewed: 19th January 2017