



POLICY ON PERSONAL INTEREST AND CONFLICTS

For all trustees:

- All trustees are made aware of the law and good practice relating to personal interest and directed towards the Charity Commission guidance. Trustees are encouraged to discuss any concerns with the Chair or Executive Director.
- Each Executive Committee or Council meeting includes an agenda item at the beginning of the meeting inviting declarations of personal interest on the agenda before or during the meeting.
- Whenever a Trustee has a personal interest in a matter to be discussed at a meeting of the Trustees or a committee the Trustee concerned must:
 - declare an interest at or before discussion begins on the matter
 - withdraw from the meeting for that item unless expressly invited to remain
 - not be counted in the quorum for that part of the meeting
 - withdraw during the vote and have no vote on the matter

A record is kept of statements of personal interest and of any potential personal interest arising outside a meeting of which the Chair or Executive Director becomes aware.

In preparing the annual report all trustees and staff are asked to complete a declaration on any related party transactions, as provided by the auditors.

Patrons and Contractors are also made aware of UKELA's personal interest policy, at the time of joining and a record is kept.

The Charity Commission has extensive guidance on its [website](#).

UK Environmental Law Association: better law for the environment

Registered charity 299498, company limited by guarantee in England 2133283

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