



Conflict of Interest Policy – Widmore Methodist Circuit

1. Purpose

Widmore Methodist Circuit is committed to the highest standards of integrity, transparency, and accountability. This policy ensures that any conflicts of interest are identified, declared, and managed appropriately, so that all decisions are made in the best interests of the Circuit and its mission.

2. Scope of the Policy

This policy applies to:

- Ministers
 - Circuit Stewards
 - Members of the Circuit Meeting
 - Employees
 - Volunteers and anyone acting on behalf of the Circuit
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3. What is a Conflict of Interest?

A conflict of interest occurs when an individual's personal interests, or those of a connected person or organisation, could influence—or be seen to influence—their decisions or actions on behalf of the Circuit.

Conflicts may be:

- Actual – a real conflict exists
 - Potential – a conflict could arise
 - Perceived – it could reasonably appear that a conflict exists
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4. Examples of Conflicts of Interest

Conflicts of interest may include:

- Financial interests in organisations connected to Circuit decisions
 - Close personal relationships with individuals affected by decisions
 - Involvement in external organisations with overlapping interests
 - Acceptance of gifts or hospitality that could influence judgement
 - Participation in decisions that could benefit the individual or their family
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5. Responsibilities

All those covered by this policy are expected to:

- Act in the best interests of the Circuit at all times
- Declare any conflicts of interest as soon as they arise
- Withdraw from discussions and decision-making where appropriate
- Seek guidance if unsure whether a conflict exists

The Circuit Leadership Team is responsible for ensuring this policy is implemented and followed.



6. Declaring Interests

- Conflicts of interest must be declared at the earliest opportunity
- Declarations should be made:
 - At the start of meetings
 - When a relevant issue arises
- A Register of Interests will be maintained and reviewed regularly

7. Managing Conflicts of Interest

Where a conflict of interest is identified:

- The conflict will be recorded
- The individual may be required to:
 - Withdraw from discussion
 - Not take part in decision-making
 - Leave the meeting where appropriate
- The remaining members will determine how to proceed in the best interests of the Circuit

All actions taken will be clearly recorded.

8. Gifts and Hospitality

- Gifts or hospitality must not be accepted where they could influence, or be seen to influence, decision-making
- Any significant gifts or hospitality should be declared
- A record may be kept where appropriate

9. Failure to Declare a Conflict

Failure to declare a conflict of interest may:

- Undermine trust and good governance
- Lead to decisions being reviewed or reconsidered
- Result in appropriate action being taken

10. Record Keeping

- A Register of Interests will be maintained
- Meeting minutes will record:
 - Any declared conflicts
 - Actions taken to manage them

11. Relationship to Other Policies

This policy should be read alongside:

- Safeguarding Policy



- Financial Procedures
- Social Media Policy
- Whistleblowing Policy

These policies can be accessed via the Circuit website.

12. Review

This policy will be reviewed regularly by the Circuit Leadership Team to ensure it remains effective and up to date.

13. Adoption

This policy will be adopted by the Circuit Meeting and applies to all those acting on behalf of Widmore Methodist Circuit.