



**St Vincent's  
Hospice**

*the little hospice with the big heart*

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# **St Vincent's Hospice Trustee Conduct Policy & Conflict of Interest Policy**

**[www.stvincentshospice.org](http://www.stvincentshospice.org)**

Scottish Charity Number SC006888

# St Vincent's Hospice

## Trustee Conduct Policy

### 1. Introduction

This policy outlines the expected standards of conduct for Trustees at St Vincent's Hospice and provides a framework for addressing instances of misconduct or breaches of duty.

### 2. Scope of policy

This policy applies to all Trustees of St Vincent's Hospice. It governs the conduct expected from Trustees and details the procedures to be followed in the event of a breach of this conduct.

### 3. Responsibility/Accountability

#### 3.1 Ultimate Responsibility

The Chief Executive Officer (CEO) has ultimate responsibility for all policies and procedures within St Vincent's Hospice. The CEO has delegated the responsibility of the implementation and monitoring of this policy to the Personal Assistant.

#### 3.2 Trustee Responsibility

Trustees are responsible for adhering to the principles outlined in this policy and ensuring their actions are aligned with the values and objectives of St Vincent's Hospice. They are also responsible for reporting any potential misconduct by fellow Trustees.

### 4. Process

#### 4.1 Trustee Code of Conduct

Trustees must:

- Act in the best interest of the hospice, beneficiaries, and the public.
- Adhere to legal and ethical obligations, including those related to charity governance.
- Avoid conflicts of interest, and declare any personal or financial interests.
- Maintain confidentiality and exercise integrity in decision-making.
- Avoid any behaviour that could bring the hospice into disrepute.

#### 4.2 Definition of Misconduct

Trustee misconduct includes, but is not limited to:

- Breaching the hospice's governing documents or policies.
  - Misuse of hospice funds, resources, or property.
  - Conflicts of interest not disclosed.
  - Acts that damage the hospice's reputation or operational effectiveness.
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### 4.3 Reporting Misconduct

- Any concerns regarding a Trustee's conduct must be reported to the Chair of the Board.
- If the Chair is involved, reports should be made to the Chief Executive.
- Anonymity will be maintained where requested, but this may limit investigation options.

### 4.4 Investigation and Consequences

- A formal investigation will be initiated upon receiving a misconduct report.
- The implicated Trustee will be informed and allowed to respond.
- Disciplinary actions may range from a formal warning to removal from the Board.
- Appeals can be made in writing, and an independent panel will review the case.

## 5. Communication and Implementation Plan

This policy will be communicated to all Trustees, and they must confirm that they have read and understood it. Training will be provided as needed.

## 6. Monitoring

A record will be kept that Trustees have read the policy

## 7. Review

This policy will be reviewed annually or sooner if there are changes in relevant legislation or organisational needs.

Signature:	
Date:	

# St Vincent's Hospice

## Trustee Conflict of Interest Policy

### 1. Introduction

The purpose of this policy is to ensure that the decisions and actions of the Board of Trustees of St Vincent's Hospice are made in the best interests of the hospice and not influenced by any personal or financial interests.

It aims to protect the integrity of the hospice's decision-making process, maintain public trust, and prevent any actual or perceived conflicts of interest.

### 2. Scope of policy

This policy applies to all Trustees of St Vincent's Hospice.

### 3. Responsibility/Accountability

#### 3.1 Ultimate Responsibility

The Chief Executive Officer (CEO) has ultimate responsibility for all policies and procedures within St Vincent's Hospice. The CEO has delegated the responsibility of the implementation and monitoring of this policy to the Personal Assistant.

### 4. Definition of a Conflict of Interest

A conflict of interest occurs when a Trustee's personal, professional, or financial interests could improperly influence, or appear to influence, their decisions in relation to the hospice.

This includes:

- Direct financial interests (e.g., ownership, employment, or investments in an entity that may benefit from decisions made by the hospice)
- Indirect financial interests (e.g., involvement in a family member's business dealings with the hospice)
- Non-financial interests (e.g., loyalties to other organisations or conflicting personal values)

### 5. Duty to Disclose

All Trustees have a duty to disclose any conflict of interest. This includes:

- Declaring interests at the beginning of every Board meeting where relevant agenda items may give rise to a conflict.
  - Completing a Conflict-of-Interest Declaration Form annually (attached).
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## **6. Managing Conflicts of Interest**

If a conflict of interest is identified, the following actions will be taken:

1. **Exclusion from Discussions and Decisions:** The Trustee with the conflict must not participate in any discussion or decision-making on the matter.
2. **Record Keeping:** Any conflicts of interest disclosed will be recorded in the minutes of the Board meeting.
3. **Independent Review:** If necessary, the Board may seek an independent review of the conflict.

## **7. Gifts and Hospitality**

Trustees must not accept any gifts, hospitality, or other benefits from any individual or organisation connected to the hospice that may create an actual or perceived conflict of interest.

## **8. Breaches of the Policy**

Failure to declare a conflict of interest or abide by this policy may result in:

- A formal investigation by the Board.
- Disciplinary action, which could include removal from the Board of Trustees.

## **9. Communication and Implementation Plan**

This policy will be communicated to all Trustees, and they must confirm that they have read and understood it. Training will be provided as needed.

## **10. Monitoring**

A record will be kept that Trustees have read the policy.

## **11. Annual Review**

This Conflict-of-Interest Policy will be reviewed annually to ensure it remains effective and relevant.

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# St Vincent's Hospice

## Trustee Conflict of Interest Policy

### Conflict of Interest Declaration Form

Personal Information	
Name:	
Position / Role:	
Date of Declaration	

#### 1. Declaration of Interests

Please list any interests, whether direct or indirect, that could potentially lead to a conflict of interest with your role at St Vincent's Hospice.

This includes:

- Personal financial interests (e.g., ownership, employment, or investments)
- Involvement in external organisations or businesses
- Any family or close personal relationships that could impact decisions

If none, please indicate by writing "None" below.

Item	Conflict-of-Interest Details
1.	
2.	
3.	

2. Declaration of Gifts, Hospitality, or Other Benefits

Please declare any gifts, hospitality, or other benefits received from external parties connected with St Vincent’s Hospice during the past year. Include the date, description, and estimated value of the gift or benefit.

List of Gifts/ Hospitality:

Item	Description	Value
1.		
2.		
3.		

3. Declaration of Future Conflicts

Are you aware of any future activities or relationships that may give rise to a conflict of interest during your time with St Vincent’s Hospice? If none, please indicate by writing “None” below.

Item	Conflict-of-Interest Details
1.	
2.	
3.	

4. Compliance and Signature

I declare that the information provided above is accurate and complete to the best of my knowledge. I acknowledge my responsibility to disclose any conflicts of interest, gifts, or relationships that may arise during the course of my role at St Vincent’s Hospice.

I agree to comply with the Conflict-of-Interest Policy and to inform the Board if there are any changes to my circumstances.

Signature:	
Date:	



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