

# Shoreham Oratorio Choir

## Conflict of Interest Policy

### 1. Introduction

This policy applies to all committee members of Shoreham Oratorio Choir.

A 'conflict of interest' arises when the best interests of an individual committee member are, or could be, different from the best interests of the charity itself.

The committee members acknowledge that it is inevitable that conflicts of interest will occur. They are however committed to managing these potential conflicts in order to protect both the charity and the committee member from any impropriety or appearance of impropriety.

### 2. Statement of Intent

Shoreham Oratorio Choir is committed to ensuring its decisions and decision-making processes are, and are seen to be, free from personal bias and do not unfairly favour any individual connected with the charity.

### 3. Policy

It is the policy of Shoreham Oratorio Choir to:

- Ensure every committee member understands what constitutes a conflict of interest and that they have a responsibility to recognise and declare any conflicts that might arise for them.
- Document the conflict and the action(s) taken to ensure that the conflict does not affect the decision making of the organisation.

### 4. Procedure

When a committee member identifies that they have a potential conflict of interest they must:

- Declare it as soon as they become aware of it.
- Ensure it is entered in the conflict of interest register (ongoing conflicts), and/or appropriately minuted (one-off conflicts).
- Not take part in any committee member discussions relating to the matter.
- Not take part in any decision making related to the matter.
- Not be counted in the quorum for decision making related to the matter.

In the interests of frank and open discussion, a committee member affected by a conflict of interest must leave the room while related discussion / decision making is taking place, unless there is good reason for them to stay.

The minutes should state:

- The declared conflict.
- That the committee member left the room, or the reason they were asked to stay.
- That the committee member took no part in discussion or decision making on the matter.
- That the meeting was quorate (not counting the affected committee member).
- Any other actions taken to manage the conflict.

If a committee member is unsure what to declare, they should err on the side of caution and discuss the matter with the Chair of the committee of Shoreham Oratorio Choir for confidential guidance.

Policy adopted on [insert date]

## ANNUAL COMMITTEE MEMBER CONFLICT OF INTEREST DECLARATION

Name of charity: Shoreham Oratorio Choir

Name of [TRUSTEE/COMMITTEE MEMBER]:

Date conflict of interest identified (put n/a if no conflict identified):

Details of conflict:

*E.g.*

- *being paid to carry out work or services for [Group name]*
- *being the direct or indirect beneficiary of a contract entered into by [Group name] (e.g. your partner works for the charity)*
- *other directorships or trusteeships which could create a conflict of loyalty (e.g. trustee of a community building used for rehearsals)*
- *being the recipient of a gift in excess of £50*

*This is not an exhaustive list, but just gives some examples relevant to [Group name] trustees. Essentially, they can be summarised as: benefits to trustees or a person related to them; or conflicts of loyalty; For more information, please see the Charity Commission's guidance:*

*<https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees-cc29/conflicts-of-interest-a-guide-for-charity-trustees>*

Who does it relate to? (e.g. self, connected person – please specify)

How was it notified? (e.g. verbal at Board meeting, letter, annual declaration)

Trustee signature:

Date of signature:

## Conflict of Interest Register for [Trustees/Committee members]

[Group name]

Date identified	Name of [Trustees/Committee members]	Details of conflict	Who does it relate to?	How notified*	Action taken**	Follow up needed? (Y/N)	End date conflict/current	Reason for resolution***
1 June 2016 [Example]	Ann Person	Person connected to trustees (partner) is being paid to for providing service of leaflet design	Brian Person	Discussion at board meeting and written declaration by Claudia Craig	Trustee withdrawn from any discussion and decision making process relating to	N	1 August 2016	Engagement with connected person to provide a service ended
1 Sep 2016 [Example]	Chris Example	Trustee is paid for providing service as Musical Director to the charity	Chris Example	Verbal discussion of management meeting	Trustee withdrawn from any discussion and decision making process relating to	N	Current	

\*e.g. verbal declaration at Board meeting, written declaration etc.

\*\*e.g. trustee withdrawing from a decision making process: disclosure in Annual Report to members etc.

\*\*\*e.g. conflict of interest ceased, trustee resigned or end of term etc.