

## 1 Definition

A conflict of interest is when the best interests of an individual involved in running an organisation is, or could be, different from the best interests of the organisation itself.

## 2 Examples

- a Trustee/committee member also has a role for the organisation for which s/he is paid
- a Trustee/committee member also works for, or is a committee member or Trustee for the venue the organisation hires, or a company whose services the organisation uses
- the partner of a Trustee/committee member is paid to provide a service to the group e.g. leaflet design, web hosting etc

## 3 How SPC manages conflicts of interest

SPC committee/Trustees are collectively responsible for identifying and dealing with potential conflicts of interest. All Trustees will download the Charity Commission model Eligibility / Conflicts of Interest form following election, and submit the signed form to the Chorus Administrator.

### 3.1 Identifying potential conflicts of interest

- 3.1.1 Identification and/or declaring conflicts of interest will be a standing item on every Trustee / committee meeting
- 3.1.2 Trustees will scrutinise the agenda before each meeting and declare any potential conflict of interest, whether directly or through a connected person
- 3.1.3 Trustees will declare when a potential conflict occurs that relates to them, either directly or through a connected person, as a result of SPC activities, events or procedures.

### 3.2 Dealing with conflicts of interest

- 3.2.1 In cases where a Trustee declares a conflict of interest at the start of a meeting, s/he shall withdraw during the item in question, so that s/he is unable to influence any decision taken.
- 3.2.2 In cases where a Trustee declares a conflict of interest at the start of a meeting, the other Trustees will work to ensure any decision or action taken avoids the identified conflict.
- 3.2.3 In cases where a potential conflict of interest is identified outside of meetings, Trustees will work to ensure any decision or action taken avoids the identified conflict.

**Examples:** not pursuing a course of action that would lead to the conflict occurring, proceeding in a different way so the conflict does not occur, a Trustee resigning to avoid the conflict, not appointing a Trustee in order to avoid the conflict.

### 3.3 Recording conflicts of interest

- 3.3.1 Every conflict of interest declaration will be recorded in a Conflict of Interest Register, alongside the action and/or decision taken and how this avoided the potential conflict.
- 3.3.2 Every identified conflict of interest will be recorded in a Conflict of Interest Register, alongside an explanation of how the potential conflict was avoided.

### 3.4 Reporting conflicts of interest

- 3.4.1 Trustees will scrutinise the Conflicts of Interest Register prior to submission of the annual return to Charity Commission, and consider whether any of the entries relate to potential conflicts sufficiently serious to require inclusion in the annual return to the Commission. Examples might include where a Trustee was paid for work undertaken for SPC.