

POTENTIAL CONFLICT OF INTEREST POLICY - Towcester Choral Society (TCS)

1. Introduction and scope

This policy applies to all officers of Towcester Choral Society (TCS).

A 'conflict of interest' arises when the best interests of an individual TCS officer are, or could be, different from the best interests of TCS.

The TCS committee acknowledge that conflicts of interest may occur from time to time. TCS is committed to managing these potential conflicts to protect both TCS and the TCS officer from any impropriety or the appearance of impropriety.

2. Statement of intent

TCS is committed to ensuring its decisions and decision-making processes are free from personal bias and do not unfairly favour any individual connected with the society.

3. Policy statements

- a) TCS will ensure every officer understands what constitutes a conflict of interest and that they have a responsibility to recognise and declare any conflicts that might arise for them.
- b) TCS will 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 an officer 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

The TCS committee discussion of the conflict of interest should be minuted, and any actions agreed should be recorded.

If a TCS officer is unsure what to declare as a conflict of interest, they should discuss the matter with the Chair of the TCS committee for confidential guidance.

ANNUAL CONFLICT OF INTEREST DECLARATION

Name of charity: Towcester Choral Society

Name of TCS officer:

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 TCS*
- *being the direct or indirect beneficiary of a contract entered into by TCS (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 gives some examples. They can be summarised as: benefits to officers 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. verbally at Board meeting, letter, annual declaration)

Officer's signature:

Date of signature:

Conflict of Interest Register for officers of Towcester Choral Society

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Trustee withdrawn from any discussion and decision making process relating to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

*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.