



# Congleton Choral Society Conflict of Interest Policy

## Key details

- Policy prepared by: Nick Sharman
- Version: **1**
- Approved by Executive Committee on: **23/01/2018**
- Next review date: None planned

## Overview

This policy applies to all committee members of Congleton Choral Society.

Congleton Choral Society is a registered charity (registered number 515851). Its executive committee is responsible for the running and overall direction of the society and as such each committee member is a trustee of the charity.

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 choral society 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 choral society and the committee member from any impropriety or appearance of impropriety.

## Statement of Intent

Congleton Choral Society 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 choral society.

## Policy

It is the policy of Congleton Choral Society 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 choral society.

## 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 member's annual declaration of conflicts (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 executive committee of Congleton Choral Society for confidential guidance.