

Policy	Conflict of Interest
Effective Date	1 October 2023
Date Last Reviewed	New policy
Authorised by	Trustees Meeting / email consultation
Scheduled Review Date	August 2024
Supersedes	All previous Policies and/or Statements

1. INTRODUCTION

This policy applies to all trustees of Harrogate Choral Society (HCS).

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

The trustees 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 HCS and the trustee from any impropriety or appearance of impropriety.

Statement of Intent

HCS 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 HCS.

2. POLICY

It is the policy of HCS to:

- Ensure every trustee 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.

3. PROCEDURE

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

- Declare it as soon as they become aware of it. (Appendix A Conflict of Interest Declaration Form)
- Ensure it is entered in the conflict of interest register (ongoing conflicts), and/or appropriately minuted (one-off conflicts). (Appendix B Conflict of interest Register)
- Not take part in any trustee 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 trustee 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 trustee left the room, or the reason they were asked to stay.

- That the trustee took no part in discussion or decision making on the matter.
- That the meeting was quorate (not counting the affected trustee).
- Any other actions taken to manage the conflict.

If a trustee is unsure what to declare, they should err on the side of caution and discuss the matter with the Chair of HCS for confidential guidance.

APPENDIX A: CONFLICT OF INTEREST DECLARATION

Conflict of Interest Declaration Form
Name of Charity: The Harrogate Choral Society (Charitable Incorporated Organisation 1164776)
Name
Details of Conflict (include dates)
Who does it relate to? (e.g. self, connected person - please specify)
Signature
Date of Signature

APPENDIX B: CONFLICT OF INTEREST REGISTER

Conflict of Interest Register				
The Harrogate Choral Society (Charitable Incorporated Organisation 1164776)				
Name	Relationship to the Organisation	Conflict of Interest	Date	Any Actions Taken to Manage Conflict

Change Control History

Date of Change	Summary of Revisions Made