

Friends of the Porter Valley

Conflict of Interest Policy

Statement of Intent

This policy and procedure is designed to ensure that any conflict of interest or potential conflict a committee member might have in relation to their membership of the Management Committee is declared and dealt with, so as to ensure that the Friends of the Porter Valley (FoPV) affairs are managed fairly and transparently in line with best practice.

Committee members have a duty always to act in the best interests of the charity and the reputation of the FoPV must not be harmed by any action which might lead others to doubt that members of the committee are fulfilling their duties fairly and impartially.

References to Committee Members includes Trustees, of which there are three: Chair, Secretary and Treasurer.

A conflict of interest may arise in the following circumstances:

- A committee member has a financial interest in a contract to which the FoPV is a party.
- A committee member is also a member, trustee or employee of another organisation with similar objectives, particularly one with which there may be perceived to be any element of competition.

It should be stressed that there is nothing inherently wrong with a committee member being in any of these situations – a problem only arises if the committee member is involved in any decision which could be seen to conflict with their interest, and fails to declare it.

Responsibility of Committee Member

- It is the responsibility of a committee member to declare any interest referred to above.
- If the Chair fails to declare an interest which is known to any committee member(s), then the member(s) will declare it.

Responsibility of the Chair of FoPV

In order to help committee member to declare interests appropriately the Chair will:

- Discuss conflicts of interest issues when a new committee member is considering joining the Management Committee.
- Provide new committee members with a form on which they will declare any interest which is likely to conflict with their duty as a committee member.
- Include an item on each Management Committee meeting agenda for conflicts of interest to be declared.
- Store information on a committee member's interest confidentially.

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If a committee member fails to declare an interest which is known to the Chair or the Secretary, then they will declare it.

When a conflict of interest arises

When a conflict of interest arises between an interest in the FoPV and a personal or professional interest elsewhere, the committee member will declare that interest and this will be recorded in the minutes of the meeting in question.

- The committee member will not vote on any item to which their conflict of interest relates, nor will their attendance count towards a quorum at the meeting in question.
- The committee member will not normally be asked to leave the meeting while the item in question is being discussed, but may be asked to withdraw if the Chair considers that their presence may unduly influence the outcome of a decision.
- Any declaration of conflict of interest made by a committee member will be processed in line with the Data Protection Act and the General Data Protection Regulation 2018.