

# **The Welwyn Garden City Music Society**

## **Conflict of Interest Policy**

This policy applies to all trustees or committee members of the Welwyn Garden City Music Society

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

The trustees or 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 charity and the trustee or committee member from any impropriety or appearance of impropriety.

### **Statement of Intent**

The Welwyn Garden City Music 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 charity.

### **Policy**

It is the policy of the Welwyn Garden City Music Society to:

- Ensure every trustee or 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 organisation.

### **Procedure**

When a trustee or 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 conflict of interest register (ongoing conflicts), and/or appropriately minuted (one-off conflicts).
- Not take part in any trustee or 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 trustee or 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 trustee or committee member left the room, or the reason they were asked to stay.
- That the trustee or committee member took no part in discussion or decision making on the matter.
- That the meeting was quorate (not counting the affected trustee or committee member).
- Any other actions taken to manage the conflict.

If a trustee or committee member is unsure what to declare, they should err on the side of caution and discuss the matter with the Chair of the Board of Trustees of the Welwyn Garden City Music Society for confidential guidance.

Policy adopted on 10 August 2018.