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| A black and white drawing of a snake  Description automatically generated with low confidence | **Streatham Choral Society**  **Founded 1921**  **Registered Charity No. 802195** |

**CONFLICT OF INTEREST POLICY**

**Key details**

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| **Effective date** | September 2016 |
| **Date of last review** | February 2022 |
| **Reviewed by** | Martin Gresty (Secretary) |
| **Approved by Committee** | March 2022 |
| **Next review date** | February 2024 |

**Introduction**

This policy applies to all Committee members of Streatham Choral Society. Streatham Choral Society is a registered charity (registered number 802195) and its Committee is responsible for the running and overall direction of the Society. 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 Streatham Choral Society.

The Committee members acknowledge that it is inevitable that conflicts of interest will occur. They are, however, committed to managing these potential conflicts to protect both the Society and the Committee member from any impropriety or appearance of impropriety.

**Statement of intent**

Streatham 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 Society.

**Policy**

Streatham Choral Society’s policy is 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 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 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 meeting while related discussion/decision-making takes 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 for confidential guidance.