



Conflict of Interest Policy and Procedure

The Dunbartonshire Concert Band is committed to ensuring that its decision making processes and activities are, and are seen to be, free from personal bias and do not unfairly favour any individual connected with the Dunbartonshire Concert Band. This policy applies to all the Committee members and Trustees of the Band, and those delegated to act on their behalf.

What is conflict of interest?

A potential conflict of interest arises when the best interests of an individual running the group is, or could be, different from the best interest of the group itself. This could also involve people connected to an individual running a group – such as family, relatives or business partners. It could also include another business the individual works for.

Some common examples include:

- A committee member who also works for/is a committee member for the venue you hire for rehearsals.
- The partner of a committee member is paid to provide a service to the group without tendering for the work e.g. printing leaflet and tickets.
- A member is paid for work carried out for the Band without tendering for the work.
- Being paid to carry out work or services for the Dunbartonshire Concert Band.
- Being the direct or indirect beneficiary of a contract entered into by the Dunbartonshire Concert Band e.g. if your partner works for the charity.
- Other directorships or trusteeships which could create a conflict of loyalty.
- Being the recipient of a gift in excess of £50.

This list is not exhaustive but serves to give examples relevant to the Dunbartonshire Concert Band. For further information, see Charity Commission's guidance.

<https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees-cc29>

Policy

It is the policy of the Dunbartonshire Concert Band to:

- Ensure every committee member/trustee understands what constitutes a potential conflict of interest, and that they have a responsibility to recognise and declare any conflicts that may 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/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/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/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.

If a trustee/committee member is unsure what to declare, they should err on the side of caution and discuss the matter with the Chair of the Committee and the trustees of the Dunbartonshire Concert Band for confidential guidance.

How should a conflict of interest be managed?

1. Identify:

The committee/trustees or members are responsible for thinking about what potential conflicts might occur and identifying them as they make decisions about the Dunbartonshire Concert Band. It is up to the individuals to declare when a conflict of interest occurs that relates to them, either directly or through a connected person.

2. Manage or Remove:

Manage: once a conflict of interest has been identified the next step is to ensure it is managed properly.

- Trustee/committee member to declare the conflict of interest to the committee.
- Set in motion the procedure to manage the conflict – remove the trustee/committee member in question from any decision making process related to the conflict
- Ask the person concerned to leave the meeting whilst the rest of the committee discuss the conflict and decide the severity of the conflict and how this might impact on the band.

Remove: if a conflict of interest is serious then the committee will consider finding a way to remove it, such as:

- not pursuing a course of action that led to the conflict occurring
- proceed in a different way so the conflict does not occur

3. Record:

The minutes should state that:

- The trustee/committee member took no part in the discussion or decision on the matter
- The meeting was quorate (not counting the affected trustee/committee member).
- Any other actions taken to manage the conflict.
- Ensure any conflict and action taken is recorded in a conflict of interest register.