

Addison Group of Singers
Conflicts of Interest Policy

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Conflicts of interest policy

1. Introduction

- 1.1 This policy applies to the Trustees of the Addison Group of Singers ('AGS') and sets out guidelines and procedures for identifying, monitoring and managing actual and potential conflicts of interest.
- 1.2 The AGS is committed to ensuring that its decisions and decision-making processes are, and are seen to be, free from bias and do not unfairly favour family or personal interests. The aim of this policy is to protect both the organisation and the individuals from any appearance of impropriety.
- 1.3 References to "conflicts" or "conflicts of interest" in this policy include actual and/ or potential conflicts of interest and/ or duty.

2. Identifying conflicts

- 2.1 Trustees are under a duty to act in the best interests of the members. When making decisions about the AGS, all Trustees must be alert to the possibility that they, or their co-trustees, could be affected by a conflict of interests.
- 2.2 Conflicts can inhibit open discussions and may result in irrelevant considerations being taken into account or decisions being taken that are not in the best interests of the AGS. Conflicts may arise in multiple situations including (but not limited to):
 - (a) where a Trustee's personal or family interests or loyalties, for instance, as a beneficiary of the AGS, conflict with the interests of the AGS; and/ or
 - (b) where a Trustee owes duties to a third party (for instance, a Trustee who is also a director of the company owes duties to that company or a Trustee who is also a trustee of another organisation owes duties to that organisation), which conflict with those owed to the AGS.
- 2.3 All Trustees should be alert to situations that may give rise to a conflict. It is impossible to set out every situation which may result in a conflict, but common situations include:
 - (a) Involvement with a business (whether by way of employment, or as a Board Member) engaged in a joint venture with the AGS, whether fundraising, or branding;
 - (b) Involvement with a business which may provide goods or services on a commercial basis;
 - (c) As a trustee of an organisation competing with the AGS for funding from government or other sources or an employee of an organisation who is directly responsible for fundraising in competition with the AGS;
 - (d) As an employee or trustee of an organisation in receipt of funding or any other form of service or support from the AGS; and/ or
 - (e) If spouses or immediate family have any involvement as stated above.

Conflicts of Interest Policy of the Addison Group of Singers

Registered Charity No. 286808

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- 2.4 The Board shall ensure that all newly-appointed Trustees are made aware of this policy which is available on line and which sets out how to identify situations that may result in a conflict and ways in which conflicts can be managed in practice.
- 2.5 The Trustees will consider whether any conflicts are likely to arise in relation to decisions and plan how they will manage such conflicts.

3. Procedure for declaring interests, gifts and hospitality

- 3.1 On appointment, all Trustees will complete a declaration of interests form:
 - (a) listing any personal interests or positions that may potentially give rise to a conflict of interests;
 - (b) confirming that they are not aware of any conflict, other than those already disclosed, that exists between their role and their personal circumstances or other interests;
 - (c) confirming that they will update the form annually, or sooner if any changes occur; and
 - (d) confirming that they will declare any conflict that arises in the future.
- 3.2 All Trustees will complete a declaration of interests form if they receive any gifts or hospitality in their capacity as Trustee with a value of more than £50.
- 3.3 At least once in every 12-month period, all Trustees must review their own information contained in the Register of Interests and declare that the information is correct or make a further declaration if necessary.
- 3.4 It is for the Trustee concerned to decide which matters to declare but, if in doubt, they should make a declaration.
- 3.5 The information provided by Trustees will be processed in accordance with the data protection regulation/Act in force at the time. Data will be processed only for the purposes set out in this policy and not for any other purpose.

4. Maintaining the register of Trustees' interests

- 4.1 The Secretary will be responsible for maintaining the register of Trustees' interests, and will:
 - (a) record in the register all conflicts, interests, gifts and hospitality declared; and
 - (b) circulate amendments or additions to the register (if any) to the Board at the start of each Board meeting.
- 4.2 The register of Trustees' interests will be available for inspection by any Trustee on request.

5. Process for declaring conflicts

- 5.1 The first item on the agenda of each Board meeting will be a standing item requiring all Trustees attending the meeting to declare any conflicts of which they are aware.
- 5.2 If a Trustee considers that they have an actual or potential conflict, they should inform the Chair as soon as possible but no later than the start of the meeting at which the relevant matter is on the agenda.

- 5.3 If a Trustee considers that another trustee or adviser has an actual or potential conflict that has not been declared, they should inform the Chair at the start of the meeting at which the relevant matter is on the agenda.
- 5.4 If the Chair of Trustees is declaring a conflict, she/he shall inform the Secretary.
- 5.5 The Secretary will note all conflicts declared in the minutes of the meeting in which they were declared or, if not declared in a meeting, in the minutes of the next Trustee meeting.

6. Procedure for managing conflicts

- 6.1 The Chair will inform the other Trustees and the Secretary of any conflict declared.
- 6.2 When a conflict of interest is declared, the Trustees shall adhere to the process set out in the Constitution of the AGS.
- 6.3 The Chair will inform the conflicted Trustee of the non-conflicted Trustees' decision. The Secretary will note in the minutes of the meeting the conflict declared, an outline of the discussion and the actions taken to manage the conflict.
- 6.4 The minutes of the meeting shall record:
 - a) the declared conflict;
 - b) that the Trustee left the room (or the reasons they were asked to stay to discuss the matter);
 - c) that the Trustee took no part either the discussion and / or the decision;
 - d) that the meeting was quorate (not counting the conflicted Trustee); and
 - e) any other actions taken to manage the conflict.

7. Advisers and conflicts

- 7.1 Before appointing any advisers, the Trustees shall consider whether the adviser has any actual or potential conflict.
- 7.2 All advisers to the AGS will be appointed by the Trustees under terms that include:
 - (a) an obligation to inform the Trustees if any circumstances arise in which they are or may be conflicted; and
 - (b) an obligation to address any conflicts that arise in the work they do for the Trustees.

The Trustees' main adviser is as follows:

| Type of adviser | Name of adviser |
|-----------------|--|
| Auditors | Linda Noel is the auditor for the AGS. |

8. Monitoring compliance and reviewing this policy

- 8.1 Any Trustee who becomes aware of a breach of this policy shall report it to the Secretary as soon as possible.
- 8.2 The Secretary will:

- (a) report all breaches of the policy of which he is aware to the Trustees at the next Trustee meeting; and
 - (b) note all breaches in the minutes of the relevant Trustee meeting.
- 8.3 The Trustees have implemented this policy in order to monitor and manage conflicts of interest. Any failure to comply with the terms of this policy will not, in itself, result in a decision of the Trustees being invalidated or in any liability to the scheme beneficiaries.
- 8.4 This policy has been reviewed and approved by the Board.

Register of Conflicts of Interest

| Date notified | Name of Trustee | Brief details of interest notified | Brief details of any action taken by the AGS |
|----------------------|------------------------|---|---|
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Declaration of Interests Form

I, _____ (insert name), set out below details of my interests as required by the AGS's Conflicts of Interest Policy.

[Please amend/strike out the information below as appropriate when completing this form]

1. DECLARATION OF INTERESTS

1.1 My function within the AGS is: (please tick) Trustee, Staff, Other: _____

1.2 I am not appointed as a director of any company that is associated with the AGS . **OR**
I am appointed as a director of the following companies that are associated with the AGS:

| Name of company | Company number | Association with the AGS |
|-----------------|----------------|--------------------------|
| | | |
| | | |

1.3 I do not hold shares in any company that is associated with the AGS . **OR**

I am a shareholder in the following companies that are associated with the AGS:

| Name of company | Company number | Nature of interest and association with the AGS |
|-----------------|----------------|---|
| | | |
| | | |

1.4 I am not a trustee of any other organisation. **OR** I am a trustee of the following:

| Name of Organisation | Date of appointment | Association with the AGS (if any) |
|----------------------|---------------------|-----------------------------------|
| | | |
| | | |

1.5 In the last 12 months, I have received the following gifts or hospitality over the value of £50 in connection with my role as a Trustee of the AGS:

| Date | Details of gift or hospitality |
|------|--------------------------------|
| | |

(If insufficient space provide details on a separate page) Further information attached (tick)

1.6 I am not employed by the AGS **OR** I am employed by the AGS:

| Nature of employment | Dates of current contract |
|----------------------|---------------------------|
| | |
| | |

1.7 I have no interests that I am aware of in any upcoming contracts that may, after the date of this notification, be made with any companies or organisations . **OR** I am to be regarded as interested in any contract that may, after the date of this notification, be made with any of the following companies and/or organisations:

| Name of company or organisation | Nature of interest |
|---------------------------------|--------------------|
| | |
| | |

2. DATA PROTECTION, CONFIRMATION AND UNDERTAKING

2.1 I consent to the information contained in this declaration being used for the purposes described in the AGS’s Conflicts of Interest Policy and for no other purpose.

2.2 I confirm that, to the best of my knowledge:

- (a) the information contained in this declaration is complete and accurate; and
- (b) I am not aware of any conflicts, other than those contained in this declaration, that exist between my role as a Trustee and my personal or other interests.

2.3 I undertake to:

- (a) review this declaration at least once in every 12-month period and update it if necessary;
- (b) update this declaration as and when my circumstances change; and
- (c) declare promptly any conflict that arises in the future.

Signed:

Name:

Dated: