



## Aims

The Wessex Concert Orchestra (WCO) 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.

This policy applies to all WCO trustees and committee members. 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 WCO itself.

The trustees 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 trustees from any impropriety or appearance of impropriety.

## Policy

It is the WCO policy 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 WCO Orchestra Manager for confidential guidance.



# Wessex Concert Orchestra

Established 1940

## Potential Conflict of Interest Policy

### Version History

Date	Details
September 2019	Adopted Making Music September 2018 template.
April 2023	Routine review against current Making Music template (September 2018).



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Established 1940

### Annual Trustee/ Committee Member Conflict of Interest Declaration

Declaration Detail	Guidance
Trustee/ Committee Member Name:	Enter name
Date Conflict of Interest Identified	N/A if no conflict identified
Details of Conflict:	<ul style="list-style-type: none"><li>• Being paid to carry out work or services for WCO</li><li>• Being the direct or indirect beneficiary of a contract entered into by WCO, such as your partner works for the charity.</li><li>• Other directorships or trusteeships which could create a conflict of loyalty, such as trustee of another orchestra, trustee of a community building used for rehearsals.</li><li>• Being the recipient of a gift in excess of £50</li></ul>
Who Does it Relate to?	Examples: oneself, connected person (name and relationship)
How Was it Notified?	Examples: verbal at committee meeting, by email/ letter, annual declaration
Trustee/ Committee Member Signature:	Sign
Date of Signature:	Date

This is not an exhaustive list, but just gives some examples relevant to [Group name] trustees. Essentially, they can be summarised as: benefits to trustees or a person related to them; or conflicts of loyalty. For more information, refer to the [Charity Commission's Guidance](#).



**Conflict of Interest Register for Trustee/ Committee Members**

<b>Date Identified</b>	<b>Trustee/ Committee Member Name</b>	<b>Details of Conflict</b>	<b>Who Related To?</b>	<b>How Notified<sup>1</sup></b>	<b>Action Taken<sup>2</sup></b>	<b>Follow up? (Y/N)</b>	<b>Current/ End Date Conflict</b>	<b>Reason for Resolution<sup>3</sup></b>
<i>01 Jun 2016 [Example]</i>	<i>Ann Person</i>	<i>Person connected to trustees (partner) is being paid to for providing service of leaflet design</i>	<i>Brian Person</i>	<i>Discussion at board meeting and written declaration by Claudia Craig</i>	<i>Trustee withdrawn from any discussion and decision making process relating to</i>	<i>N</i>	<i>01 Aug 2016</i>	<i>Engagement with connected person to provide a service ended</i>
<i>01 Sep 2016 [Example]</i>	<i>Chris Example</i>	<i>Trustee is paid for providing service as Musical Director to the charity</i>	<i>Chris Example</i>	<i>Verbal discussion of management meeting</i>	<i>Trustee withdrawn from any discussion and decision making process relating to</i>	<i>N</i>	<i>Current</i>	

<sup>1</sup> Example: verbal declaration at committee meeting, written declaration.

<sup>2</sup> Example: trustee withdrawing from a decision making process: disclosure in Annual Report to members.

<sup>3</sup> Example: conflict of interest ceased, trustee resigned or end of term.