

## **Conflicts of Interest Policy**

This policy applies to the trustees/contractors/volunteers working for the benefit of Musical Connections.

Trustees/contractors/volunteers have a legal obligation to act in the best interests of Musical Connections, in accordance with Musical Connections' governing document, and to avoid situations where there may be a potential conflict of interest.

Conflicts of interest may arise where an individual's personal or family interests and/or loyalties conflict with those of Musical Connections. Such conflicts may create problems; they can:

- Inhibit free discussion
- Result in decisions or actions that are not in the interests of Musical Connections
- Risk the impression that Musical Connections has acted improperly.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety.

### **The declaration of interests**

Accordingly, we ask trustees, contractors and volunteers to declare their interests, and any gifts or hospitality offered and received in connection with their role in Musical Connections. A declaration of interest form is available for this purpose, listing the types of interest that should be declared. In cases of uncertainty, the chair should be contacted for confidential guidance. This register of interests shall be used to record the following received by trustees, contractors and volunteers:

- All cash gifts (which must be donated to the charity)
- Other gift items of a value over £50
- Hospitality over £50
- Personal possessions belonging to beneficiaries (these must be declined).

Interests and gifts will be recorded on the charity's register of interests, which will be maintained by the chair.

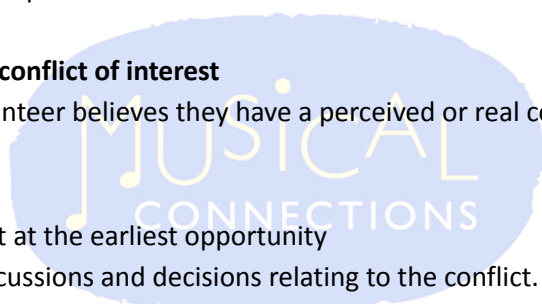
### **Data protection**

The information provided will be processed in accordance with data protection principles as set out in the General Data Protection Regulation 2018. Data will be processed only to ensure that trustees, contractors and staff act in the best interests of Musical Connections. The information provided will not be used for any other purpose.

### **What to do if faced with a conflict of interest**

If a trustee/contractor/volunteer believes they have a perceived or real conflict of interest they should:

- Declare the interest at the earliest opportunity
- Withdraw from discussions and decisions relating to the conflict.



In this case, they may not participate in, or influence, the decision or any vote on the matter. They will not be counted in the quorum for that part of the meeting and must withdraw from the meeting during any vote on the conflicted item.

All decisions under a conflict of interest will be recorded and reported in the minutes of the meeting. The report will record:

- The nature and extent of the conflict
- An outline of the discussion
- The actions taken to manage the conflict.

Where a trustee benefits from the decision, this will be reported in the annual report and accounts in accordance with the current Charities SORP.

**Trustee/contractor/volunteer declaration of interests form** (to be completed if an issue arises)

I have set out below my interests in accordance with the organisation's conflicts of interest policy.

Category	Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection	Outcome
Current employment and any previous employment in which you continue to have a financial interest.		
Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals etc.		
Membership of any professional bodies, special interest groups or mutual support organisations.		
Investments in unlisted companies, partnerships and other forms of business, major shareholdings [charities may set a figure here, e.g. more than 1% or 5% of issued capital] and beneficial interests.		
Gifts or hospitality offered to you by external bodies and whether this was declined or accepted		

Cash Gifts		
Personal Possessions		
Do you use, or care for a user of the organisation's services?		
Any contractual relationship with the charity or its subsidiary.		
Any other conflicts that are not covered by the above.		

To the best of my knowledge, the above information is complete and correct. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

Signed:

Position:

Date:

