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| **Policy Name :** | **Conflict of Interest Policy** |
| Date last reviewed: | N/A |
| Approved by: | Jake Furby (Secretary on behalf of the committee and membership) |
| Date: | 22/04/2017 |

All volunteers, the membership and committee officers of the York LGBT Forum will strive to avoid any conflict of interest between the interests of York LGBT Forum on the one hand, and personal, connected person\*, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purposes of this policy is to protect the integrity of the York LGBT Forum's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, the membership and committee members.

Examples of conflicts of interest include:

1. A committee member who is related to a member of staff and there is decision to be taken on staff pay and/or conditions.
2. A committee member who is also on the committee of another organisation that is competing for the same funding.
3. A committee member who has shares in a business that may be awarded a contract to do work or provide services for the organisation.

Upon appointment each committee member will make a full, written disclosure of interests, such as relationships, and posts held, that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

In the course of meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between the organisations best interests and the committee members best interests or a conflict between the best interests of two organisations that the committee member is involved with.

After disclosure, I understand that I may be asked to leave the room for the discussion and may not be able to take part in the decision depending on the judgement of the other committee members present at the time.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

\*Connected person: in broad terms this means family, relatives or business partners of a trustee, as well as businesses in which a trustee has an interest through ownership or influence. The term includes a trustee’s spouse or unmarried or civil partner, children, siblings, grandchildren and grandparents, as well as businesses where a trustee or family member holds at least one-fifth of the shareholding or voting rights. If in doubt about whether a person or business is a connected person seek advice from a solicitor or other person qualified to advise on the matter.