

POLICY REGISTER

Subject: Conflict of Interest

Primary Responsibility:

All Board members, staff, contractors, students and volunteers

Policy Statement

In all aspects of governance, management and delivery of service, Conflicts of Interest will be avoided if possible and where they exist will be acknowledged.

Board members, staff and contractors will represent the interests of WSCF, and not their own, when they are providing services on behalf of WSCF.

Procedure

General:

1. Conflicts of Interest will be declared at the commencement of relevant meetings. Conflicts of Interest may affect Board members, staff, contractors, students or volunteers;
2. All Declarations of Interest will be recorded in the Minutes;
3. Where Conflicts of Interest become apparent during a Board meeting, which were not previously realised, they will be declared;
4. It is the responsibility of all Board members and staff to declare Conflicts, which relate to others if the individual concerned does not raise them. Where it is discovered that a person has knowingly not declared a "Conflict of Interest" this will be dealt with via the Constitution in relation to Board members and the Staff Disciplinary Procedure in relation to staff;
5. If a complaint is received regarding a Conflict of Interest it will be dealt with in accordance with the Complaints Policy;
6. If a Conflict of Interest arises outside of a meeting the staff or Board member will notify the Chair. If the conflict relates to the Chair another independent member of the Executive will be informed.

7. Training contractors will not use information gained through WSCF as opportunities to promote their own or other services in conflict with WSCF services. Abuse of the situation will be considered a breach of contract and no further work may be contracted to that person.

Identifying a "Conflict of Interest"

Conflicts of Interest can relate to any process relating to governance, management, service delivery, staffing issues, or use of funds or assets belonging to WSCF.

Course of Action

The Board's possible actions in dealing with a declaration of Conflict of Interest will depend upon the situation. Courses of action include:

1. Declare the potential conflict and draw everyone's attention to it;
2. Contribute to the discussion or decisions only after everyone else has put their views;
3. Abstain from voting or deciding on any questions where your interests conflict;
4. Leave the meeting during discussion and decisions where your interest conflicts;
5. Take leave of absence from the Board for the months during which the decisions where you have a conflict of interest will be made;
6. Resign from the Board if the conflict is important and likely to continue.

Potential Common Conflicts and Actions

Financial	e.g. A Board member has an interest in a business from which the organisation buys goods <u>Action</u> - The Board member leaves the room while discussion and voting in relation to this issue takes place.
Policy	e.g. A staff member is present when staff conditions or working conditions are discussed at meeting. <u>Action</u> - Staff member leaves the room while discussion and voting takes place.
Employment	e.g. An employment panel member has a friend applying for a position. <u>Action</u> - Declare interest. Panel discusses personal judgment.

- Staffing e.g. A relative of a Board member is employed with the organisation.
Action – Resign from the Board
- Governance e.g. Staff members from separate organisations are on each others Board.
Action – No member of WSCF Board shall have WSCF staff on the Committee of their organisation
- Service Delivery e.g. A volunteer is involved in delivering service to a relative.
Action – Executive Officer to monitor appropriateness and ensure equity with other client organisations.

Adopted by Board on: 2/6/2009

CROSS REFERENCE

- GP3 Code of Practice Policy
- SE7 Staff Disciplinary Procedures Policy
- SE1 Recruitment & Selection Policy
- G1 Roles & Responsibilities of Board Members Policy
- AO2 Financial Management Policy