

This policy applies to all trustees of Sheffield Bach Society (SBS or 'the choir'). It will be reviewed every three years.

A 'conflict of interest' arises when the best interests of an individual trustee are, or could be, different from the best interests of SBS itself.

Sheffield Bach Society 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 choir.

It is the policy of Sheffield Bach Society to:

- Ensure every trustee 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 in SBS's Conflict of Interest Register, to ensure that the conflict does not affect the decision making of the organisation.

Procedure

On election or co-option, all trustees must download, sign and submit the [Trustee Eligibility Declaration form](#)

When a trustee identifies that they have a potential conflict of interest they must:

- declare it as soon as they become aware of it, using the form on page 2 of this document.
- ensure it is entered in the Conflict-of-Interest Register on page 3 of this document (ongoing conflicts), and/or is appropriately minuted (one-off conflicts).
- not take part in any trustee 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 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 left the room, or the reason they were asked to stay.
- that the trustee took no part in discussion or decision making on the matter.
- that the meeting was quorate (not counting the affected trustee).
- any other actions taken to manage the conflict.

If a trustee is unsure what to declare, they should err on the side of caution and discuss the matter with the Chair of the choir for confidential guidance.

Trustee Eligibility forms, Conflict of Interest Declarations and the Conflict of Interest register will be stored digitally by the choir Secretary.

TRUSTEE CONFLICT OF INTEREST DECLARATION

NAME:

NB. Please complete this form if there have been, or you anticipate there to be, any conflicts of interest relating to your trustee role with the Chorus.

I declare the following conflicts of interest during the season [insert season dates]

Signed:

Conflict of interest details

Date or period	Nature of conflict of interest	Ongoing or resolved?	Action taken and/or how resolved	Date resolved
<i>Example</i>	<i>Being paid for marketing work for the choir</i>	<i>Resolved</i>	<i>Work ended after one term</i>	
<i>Example</i>	<i>Being the direct or indirect beneficiary of a contract entered into by the choir (my mother works for the firm contracted)</i>	<i>Ongoing</i>	<i>Withdrawal from any discussions relating to my mother's work for the choir</i>	
<i>Example</i>	<i>Other directorships or trusteeships which could create a conflict of loyalty (e.g. trustee of a community building used for rehearsals)</i>	<i>Ongoing</i>	<i>Trustee of XXX Choir whose concerts frequently coincide with those of Sheffield Bach Choir</i>	
<i>Example</i>	<i>Being the recipient of a gift in excess of £50</i>	<i>Resolved</i>	<i>One-off gift of £100</i>	

For further guidance see

<https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees-cc29/conflicts-of-interest-a-guide-for-charity-trustees>

