



Crossens Community Association

Crossens Community Park, Rufford Road, Southport, PR9 8HT

website: www.crossens.org.uk | email: mail@crossens.org.uk

CONFLICTS OF INTEREST POLICY

Conflict of Interest Policy

This policy applies to committee members.

Why have a policy?

Committee members have an obligation to act in the best interests of Crossens Community Association, and in accordance with Crossens Community Association constitution. Volunteers have similar obligations. Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of the Crossens Community Association.

Such conflicts may create problems; they can:

- Inhibit free discussion;
- Result in decisions or actions that are not in the interests of Crossens Community Association and
- Risk the impression that the committee has acted improperly.

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

The declaration of interests

Accordingly, we are asking committee members to declare their interests, with their role in Crossens Community Association. A declaration of interests is made before the start of the committee meeting at which the decision in question will be considered.

If you are not sure what to declare, please err on the side of caution. If you would like to discuss this issue, please contact Crossens Community Association secretary Steve Jowett for confidential guidance.

Data Protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to ensure that the committee members act in the best interests of Crossens Community Association. This information provided will not be used for any other purpose.

Decisions taken where a committee member has an interest

In the event of the committee having to decide upon a question in which a committee member has an interest, all decisions will be made by vote, with a simple majority. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate.

Interested committee members may not vote on matters affecting their own interests. They must absent themselves from the discussion-making process.

All decisions under a conflict of interest will be recorded by Crossens Community Association secretary 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.

Managing contracts

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.



Chairperson
Elaine Price

Vice-Chairperson
Alice Thompson

Treasurer
John Dodd

Hon Secretary
Steve Jowett

Fund Raising co-ordinator
Margaret Brown