**Ryde Arts CIC**

**Potential Conflict**

**of Interest Policy**

This policy applies to all Directors of Ryde Arts

A ‘conflict of interest’ arises when the best interests of an individual Director are, or could be, different from the best interests of the Company itself.

The Directors acknowledge that it is inevitable that conflicts of interest will occur. They are however committed to managing these potential conflicts in order to protect both the Company and the Directors from any impropriety or appearance of impropriety.

**Statement of Intent**

Ryde Arts 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 Company.

**Policy**

It is the policy of Ryde Arts to:

* Ensure every Director 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 to ensure that the conflict does not affect the decision making of the organisation.

**Procedure**

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

* Declare it as soon as they become aware of it.
* Ensure it is entered in the conflict of interest register (ongoing conflicts), and/or appropriately minuted (one-off conflicts).
* Not take part in any Director 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 Director 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 Director left the room, or the reason they were asked to stay.
* That the Director took no part in discussion or decision making on the matter.
* That the meeting was quorate (not counting the affected Director).
* Any other actions taken to manage the conflict.

If a Director is unsure what to declare, they should err on the side of caution and discuss the matter with the Chair of the Board of Directors of Ryde Arts for confidential guidance.

Version 1 Adopted March 2020

Review Date: June May 2021 and each year thereafter

**ANNUAL DIRECTOR’S CONFLICT OF INTEREST DECLARATION**

**Name of company: Ryde Arts**

**Name of Director**

**Date conflict of interest identified (put n/a if no conflict identified):**

**Details of conflict:**

*E.g.*

* *being paid to carry out work or services for Ryde Arts*
* *being the direct or indirect beneficiary of a contract entered into by Ryde Arts (e.g. your partner works for the charity)*
* *other directorships or trusteeships which could create a conflict of loyalty (e.g. trustee of a community building used for rehearsals)*
* *being the recipient of a gift in excess of £50*

*This is not an exhaustive list, but just gives some examples relevant to Ryde Arts Directors. Essentially, they can be summarised as: benefits to trustees or a person related to them; or conflicts of loyalty; For more information, please see the Charity Commission’s guidance:* [*https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees-cc29/conflicts-of-interest-a-guide-for-charity-trustees*](https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees-cc29/conflicts-of-interest-a-guide-for-charity-trustees)

**Who does it relate to?** (e.g. self, connected person – please specify)

**How was it notified?** (e.g. verbal at Board meeting, letter, annual declaration)

**Trustee signature:**

**Date of signature:**

**Conflict of Interest Register for Ryde Arts CIC**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date identified** | **Name of Director** | **Details of conflict** | **Who does it relate to?** | **How notified\*** | **Action taken\*\*** | **Follow up needed? (Y/N)** | **End date conflict/current** | **Reason for resolution\*\*\*** |
| *1 June 2016*  *[Example]* | *Ann Person* | *Person connected to trustees (partner) is being paid to for providing service of leaflet design* | *Brian Person* | *Discussion at board meeting and written declaration by Claudia Craig* | *Trustee withdrawn from any discussion and decision making process relating to* | *N* | *1 August 2016* | *Engagement with connected person to provide a service ended* |
| *1 Sep 2016*  *[Example]* | *Chris Example* | *Trustee is paid for providing service as Musical Director to the charity* | *Chris Example* | *Verbal discussion of management meeting* | *Trustee withdrawn from any discussion and decision making process relating to* | *N* | *Current* |  |
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**\***e.g. verbal declaration at Board meeting, written declaration etc.

\*\*e.g. trustee withdrawing from a decision making process: disclosure in Annual Report to members etc.

\*\*\*e.g. conflict of interest ceased, trustee resigned or end of term etc.