



# Lincolnshire Parent Carer Forum

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### Conflict of Interest Policy

This policy applies to Lincolnshire Parent Carer Forum (LPCF) members and administrative staff.

### Why have a Conflict of Interest policy?

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

LPCF members and staff have an obligation to act in the best interests of Lincolnshire Parent Carer Forum, and in accordance with its aims and Constitution.. Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of the LPCF.

Such conflicts may create problems; they can:

- Inhibit free discussion;
- Result in decisions or actions that are not in the interests of the LPCF, and
- Risk the impression that the LPCF has acted improperly.

For LPCF, a conflict of interest may arise, in relation to:

- Financial matters, for example, funding applications or payments for training
- Connection to the beneficiary of a decision, for example, internal or external recruitment and selection procedures
- Family connections, for example sitting on interview panels
- Receipt of gifts and favours
- Payments to members of the committee

### What to do if you face a conflict of interest

If members of LPCF are not sure what to declare, whether (or when) a declaration needs to be made, it is best to err on the side of caution.

Queries should be addressed to one of the trustees (preferably the Chair).

The agenda for every LPCF meeting should include a declaration of interest and declaration of gifts, favours and hospitality.

The meeting will decide what action should be taken should a conflict of interest arise.

Any trustee/member who has a financial interest in a matter under discussion should declare the nature of his/her interest and withdraw from the room, unless he/she has a dispensation to speak

If any Trustee/member has any interest in the matter under discussion which creates a real danger of bias , that is the interest affects him/her or a member of the household more than generally affected by the decision he/she should declare the nature of the interest and withdraw from the room unless he/she has a dispensation to speak.

If in any doubt about the application of these rules then he/she should speak to one of the trustees.

It is recommended that members' interests are listed in a register.

A member will not be able to vote on a matter discussed which creates a conflict of interest.

If a conflict arises at an external meeting, the same procedure should be applied and the LPCF informed

Members should declare a conflict of interest at the earliest opportunity and withdraw from any subsequent discussion. Members may, however, participate in discussions from which they may indirectly benefit, for example where the benefits are universal to all users or a specific group.

March 2015

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