



Conflict of interest policy

All members of Wiltshire's Children and Families Voluntary Sector Forum (CFVFSF) executive (including independent chair and host organisation) have an obligation to act in the best interests of the CFVFSF and will strive to avoid any conflict of interest between the interests of the CFVFSF on the one hand, and personal, professional, organisational and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of the CFVFSF executive's decision making process, to enable members to have confidence in the integrity of governance and to protect the integrity and reputations of executive members themselves.

Conflicts of interests may arise where an individual's personal or organisational interests and/or loyalties conflict with the objectives of the CFVFSF. Such conflicts may create problems and can:

- Inhibit free discussion
- Result in decisions or actions that are not in the interests of the CFVFSF
- Risk the impression that the CFVFSF executive has acted improperly.

Examples of conflicts of interest may include:

- An executive member who is related to a member of staff working for a business that may be awarded a contract to do work or provide services for the CFVFSF.
- An executive member whose own agency may be competing for the same funding as other non-executive members of the CFVFSF.
- An executive member who has shares in a business that may be awarded a contract to do work or provide services for the CFVFSF.

Management of executive meetings

There will be a standing item at the start of the agenda which requires any executive member to declare an interest in any of the items on the agenda. This will ensure that executive members disclose any interests in a transaction or decision where there may be a conflict between the best interests of the CFVFSF and the executive member's best interests, or a conflict between the best interests of two organisations that the committee member is involved with.

After a disclosure of interest:

The remaining members of the executive will use their judgement to decide whether individuals with a conflict are able to remain as part of the discussion. This decision will be informed by the best interests of the CFVSF, as the individual may be able to inform discussions with specific area expertise.

Where an individual with a declared conflict has been allowed to remain part of the discussion, they will be asked to leave the room while the decision making process is completed.

In order for final decisions to be made, the number of remaining executives (those without a declared interest) must be quorate.

Any disclosures and the subsequent actions taken will be noted in the minutes and show:

- The nature and extent of the conflict
- An outline of the discussion
- Any action taken to manage the conflict of interest

Where an executive member benefits from the decision, this will be reported in the annual report.

Date Adopted: 26 November 2019

Date of review: 25 November 2020