



BIRMINGHAM FESTIVAL CHORAL SOCIETY

Established 1843

www.bfcs.org.uk

President:
THE LORD MAYOR OF BIRMINGHAM

Patrons:
JOHN JOUBERT
DAVID LAWRENCE
ELIS PEHKONEN

Registered Charity No. 510847

Potential Conflict of Interest Policy

This policy applies to all trustees and members of Birmingham Festival Choral Society (BFCS).

A 'conflict of interest' arises when the best interests of an individual trustee (committee member) or member are, or could be, different from the best interests of Birmingham Festival Choral Society (the charity) itself.

The trustees 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 charity and the trustee/member from any impropriety or appearance of impropriety.

Statement of Intent

BFCS 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 charity or any person or organisation associated with those individuals.

Policy

It is the policy of BFCS to:

- Ensure every trustee, and member who may be involved in decision making, eg tour committee members who are not on the committee, 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 trustee/member 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 minute (one-off conflicts).
- Not take part in any trustee/member 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 a frank and open discussion, a trustee/member affected by a conflict of interest must leave the room while related discussion/decision making is taking place, unless there is a good reason for them to stay.

The minutes should state:

- The declared conflict.
- That the trustee/member left the room, or the reason(s) they were asked to stay.
- That the trustee/member took no part in the discussion or decision making on the matter.
- That the meeting was quorate (not counting the affected trustee/member).
- Any other actions taken to manage the conflict.

If a trustee/member is unsure what to declare, they should err on the side of caution and discuss the matter with the Chair of the Committee of BFCS for confidential guidance. If the trustee concerned is the chair, then the matter should be discussed with the vice chair.

Policy drawn up from 'Making Music' template by E H Collins.

Adopted by Trustees on 18 June 2018

Chair's signature Secretary's signature Date.....

