



Parent Carers Together Conflict of Interest Policy

This policy and procedure is designed to ensure that any conflict of interest or potential conflict a volunteer, or member of staff of Parent Carers Together might have in relation to their membership of any group or committee which they attend on behalf of the Forum, is declared and dealt with so as to ensure that the Forum operates in line with best practice.

A conflict of interest may arise in the following circumstances:

- A forum volunteer or member of staff (or their spouse or direct family member) is also a trustee, owner, or employee of another organisation/company with similar objectives, particularly one with which there may be perceived to be any element of competition.
- A Forum volunteer or member of staff (or their spouse or direct family member) is also a trustee, owner or employee of another organisation/company which stands to gain financially or otherwise from decisions made by a group which the Forum volunteer or member of staff attends on behalf of the Forum.
- A Forum volunteer or member of staff (or their spouse or direct family member) is also a trustee or employee of another group or organisation which enables them to influence strategic decisions in relation to children and young people with Special Educational Needs and Disabilities and their families in Bournemouth, Christchurch & Poole.

It should be stressed that there is nothing wrong with a forum volunteer or member of staff being in any of these situations – a problem only arises if the person is involved in any decision which could be seen to conflict with their interest and fails to declare it.



Responsibility of Forum Volunteers, Steering Group or Members of Staff

It is always the responsibility of a forum volunteer or member of staff to declare any interest referred to above. See *Declaration Form* – Appendix 1.

In order to help volunteers or members of staff to declare interests appropriately the Forum will:

- Ask volunteers or members of staff to declare any interests at the beginning of any meeting organised by the forum, where relevant
- Discuss conflicts of interest issues when a forum volunteer or member of staff is considering joining the Steering Group of the forum, a subgroup of the forum, or a strategic/operational group which the volunteer or member of staff wants to join as a representative of the forum.
- Provide new Steering Group members with a form on which they will declare any interest which is likely to conflict with their duty as a Steering Group member.
- Maintain a register of interests of Steering Group members, which is reviewed annually.

When a Conflict of Interest Arises

When a conflict of interest arises between a forum volunteer's or member of staff's interest in the work of the forum and a personal or professional interest elsewhere, the person will declare that interest and this will be recorded in the minutes of the meeting in question. Attendees at the meeting will be asked if they would like to discuss the conflict-of-interest issue further, and the person in question may be asked to leave the meeting while this discussion takes place.



Parent Carer Representatives must promptly inform the Chair of the forum's Steering Group if a conflict of interest has arisen which may affect their ability to represent the Forum at the strategic/operational group(s) they attend on behalf of the forum. They should not wait until the next meeting of the strategic/operational group(s) to declare their conflict of interest.

The person will be required to abide by the decisions of the subgroup, or the forum's Steering Group where membership of the Steering Group or a strategic/operational group is concerned. Decisions can be challenged through the forum's complaints procedure.

A volunteer or member of staff with a declared conflict of interest will not be allowed to vote on any item to which their conflict of interest relates, nor will their attendance count towards a quorum at the meeting in question. The volunteer or member of staff will not normally be asked to leave the meeting while the item in question is being discussed but may be asked to withdraw if the Chair considers that their presence may unduly influence the outcome of a decision.

Parent Carer Representatives with a declared conflict of interest may be asked to temporarily stand down from any strategic/operational groups they attend. Once their conflict of interest has been resolved, they must review their situation with the Chair of the forum's Steering Group before resuming their role.

Any declaration of conflict of interest made by a volunteer or member of staff of the forum will be processed in line with the Data Protection Act, the General Data Protection Regulations and the forum's own *Data Protection Policy*.

PARENT CARERS TOGETHER



Bournemouth Christchurch Poole

the voice of parent carers of young people with
special educational needs and disabilities

Policy Adopted on	July 2022
Reviewed on	30 th March 2023
Next Review Date	March 2025

(see appendix on pages 5 and 6)



Appendix 1

Declaration of Interest Form

This form requires individuals to disclose details of any and all interests that are relevant that may be in conflict with their duties and responsibilities as a volunteer with the Parent Carer Forum.

Examples of potential conflicts of interest may include but are not limited to academic, personal, or political relationships; employment; consultancies or honoraria; and connections such as stock ownership and funding.

Although a representative may not feel that there are conflicts, disclosure of relationships and interests that could be viewed by others as conflicts of interest enable a more transparent process.

All representatives for Parent Carers Together must complete this form and disclose any actual or potential conflict of interest. The forum may share such disclosures if judged to be important to members or organisations we work with.

Name:

Email:

Phone No:

Please delete as appropriate:

I have no potential conflict of interest in my role as a PCT representative.

I have a potential conflict of interest in my role as a PCT representative.



Details to be provided below

Name of organisation	Description of role or connection

Declaration

I agree to:

- Act as a PCT representative in meetings and events about services and support for families with children or young people with disabilities or additional needs in Bournemouth, Christchurch, and Poole.
- Abide by the aims of PCT and its policies, including the [Code of Conduct](#).
- I have completed and agreed to update each year a Declaration of Interest form. I will declare any relevant conflict of interest at the start of meetings.
- Observe requests for confidentiality by feeding back only to the PCT Steering Group.
- Provide feedback from any event or meeting I attend in this role, in writing using the feedback form.
- Complete expense and feedback forms in a valid and timely manner.

Parent Representative Signature:

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Date:

Received and Logged by:

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Date: