



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.



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

PARENT CARERS TOGETHER



Bournemouth Christchurch Poole

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

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*.

Policy Review

This policy will be reviewed regularly by the Steering Group and updated as necessary in response to changes in relevant legislation, contractual agreements, guidance and good practice or in response to an identified failing in its effectiveness.