



WATFORD PHILHARMONIC SOCIETY CONFLICT OF INTEREST POLICY

Overview

Watford Philharmonic Society is a registered charity (No 272393) whose mission is to promote the art of music by the study and public performance of choral and orchestral works of the highest quality.

A conflict of interest arises when the best interests of an individual trustee are, or could be perceived to be, different from the best interests of the Society itself. The management committee recognises that it is quite possible for such conflicts to occur and is committed to managing them to protect both the Society and the individual trustee from any perceived or actual impropriety.

This Policy applies to all trustees of the Society.

Statement of Intent

We are committed to ensuring that our 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 Society.

We will ensure that all trustees understand what constitutes conflicts of interest and accept that they have a responsibility to recognise and declare them. To that end, we will familiarise ourselves with guidelines issued by the Charity Commission and published on the Government website:

[Conflicts of interest: a guide for charity trustees - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Should such conflicts arise, they will be recorded and actions taken to ensure that they do not affect decisions taken on behalf of the Society.

Procedure

When a trustee recognises that they have a potential conflict of interest they must:

- Declare it as soon as they become aware of it.
- Ensure that it is entered in the **Conflict of Interest** register or appropriately minuted.
- Not take part in any discussion or decision related to the matter and, in the interests of frank and open discussion, must leave the room for the duration of such discussion or related decision-making unless there is good reason for them to stay.

If a trustee is unsure what to declare, they should err on the side of caution and discuss the matter with the Chair of the committee for confidential guidance.

One-off conflicts arising in a meeting should be minuted appropriately. The minutes of the meeting should state:

- The declared conflict – what it was, who or what affected.
- That the **trustee** left the room or if applicable, the reason they were asked to stay.
- That the trustee took no part in discussion or decision making on the matter.

- Any other actions taken to manage the conflict.

Where a conflict is ongoing, it should be entered in a Conflict of Interest Register. See template suggested by the National Federation of Music Societies (Making Music):

<https://www.makingmusic.org.uk/resource/conflicts-interest>

Review

This Policy will be reviewed **every two years** by the Society’s management committee and adjustments made in accordance with changes in legislation or recommendations. Members of the Society will be advised of any such changes.

Policy originated:	Next review:	Signed off by:
July 2023	July 2025	
	July 2027	

NOTE

This Policy Statement is based on guidelines provided by Making Music (the National Federation of Music Societies) www.makingmusic.org.uk of which Watford Philharmonic Society is a member. The Charity Commission’s own guidelines provide a useful framework for determining and managing the policy.