



Conflict of Interest Policy

The Scottish Potters Association (SPA) 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.

The purpose of this policy is to protect the integrity of the SPA's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of trustees and volunteers.

Policy

It is the SPA's policy to:

- ensure every Trustee understands what constitutes a conflict of interest and that they have a responsibility to recognise and declare any conflicts that might arise for them.
- encourage trustees to avoid any conflict between the interests of the SPA on the one hand, and an individual's personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.
- ensure all trustees have read OSCR's guidance "Who is in Charge: Control and Independence in Scottish Charities".
- document the conflict and the action(s) taken to ensure that the conflict does not affect the decision making of the organisation

This policy is meant to supplement good judgment, and volunteers and Trustees are expected to respect its spirit as well as its wording.

Examples of conflicts of interest include:

1. where a trustee might benefit financially from a decision by SPA, for example, to use her or his business premises for a workshop or exhibition.
2. where a trustee might benefit financially from a decision to award a contract on behalf of SPA to a family member of a trustee.
3. where a trustee is also a trustee of another organisation that might benefit financially from any decision made by the SPA.

Procedure

Upon appointment each Trustee will make a full written disclosure of interests, such as relationships and posts held that could potentially result in a conflict of interest. This written disclosure will be kept on file and will be updated as appropriate.

In the course of meetings or activities, trustees will disclose any interests in a transaction or decision where there may be a conflict between the organisation's best interests and the Trustees' best interests or a conflict between the best interests of two organisations with which the Trustee/s is/are involved.

Ultimately, it is not possible to define all the circumstances which may lead to a potential conflict of interest. It is the responsibility of each trustee to declare any matters which he or she feels may present actual or potential conflicts, or the perception of such conflicts. If in doubt, the potential conflict must be declared anyway and clarification sought from the Chair in the first instance.

Where a conflict of interest has been notified the trustee:

- will not take part in discussions related to the matter;
- will not take part in decision making related to the matter;
- will not be counted in the committee quorum for making a decision on the matter.

Any such disclosure and the subsequent actions taken will be recorded in the minutes of the relevant trustees meeting.

Date adopted:

Date updated: