

Conflict of Interest Policy

This policy applies to trustees, staff and volunteers. Staff includes freelance and subcontracted staff.

1. Why we have a policy

Trustees have a legal obligation to act in the best interests of DanceSyndrome, and in accordance with DanceSyndrome's governing document, and to avoid situations where there may be a potential conflict of interest. Staff and volunteers have similar obligations. Conflicts of interests may arise where an individual's personal or family interests and/or loyalties conflict with those of the charity.

Such conflicts may create problems; they can:

- inhibit free discussion
- result in decisions or actions that are not in the interests of DanceSyndrome
- risk the impression that DanceSyndrome has acted improperly.

The aim of this policy is to protect both the organisation and the individuals involved from any appearance of impropriety. Accordingly, we are asking trustees and all staff to declare their interests in connection with their role in DanceSyndrome. A declaration of conflict of interests form is provided for this purpose, listing the types of interests you should declare (see below).

To be effective, the declaration of interests needs to be updated at least annually, and when any material changes occur. If you are not sure what to declare, or whether/when your declaration needs to be updated, please err on the side of caution. If you would like to discuss this issue, please contact the Managing Director, Dawn Vickers, for confidential guidance.

Interests will be recorded on the charity's register of interests, which will be maintained by the Project Coordinator. The register will normally be only accessible by the Managing Director and the Project Coordinator.

A separate register of interests is used to record all gifts of a value over £50 and hospitality over £50 received by the trustees and staff. Please see the Gifts and Hospitality Policy for more information.

2. Data protection

The information provided will be processed in accordance with data protection principles as set out in DanceSyndrome's Data Protection Policy. Data will be processed only to ensure that trustees and all staff act in the best interests of DanceSyndrome. The information provided will not be used for any other purpose.

3. What to do if you face a conflict of interest

Office address:

DanceSyndrome
C/O Pathway Associates
Suite 2, Waterside,
St James Court West,
Accrington, Lancashire,
BB5 1NA

Telephone: 07597 942494
Email: info@dancesyndrome.co.uk
Website: dancesyndrome.co.uk
twitter: @Dancesyndrome
facebook: dancerleddisabilityinspired

Registered Charity No: 1152664
Registered in England and Wales
Social Enterprise
and company limited by guarantee
Company No: 8402154

If you believe you have a perceived or real conflict of interest you should:

- declare the interest at the earliest opportunity – e.g. in writing to the Managing Director and Chair of Trustees or verbally at a Board Meeting if it arises unexpectedly
- withdraw from discussions and decisions relating to the conflict

The charity secretary should take special care to ensure that minutes or other documents relating to the item presenting a conflict are appropriately redacted for the person facing the conflict. A balance needs to be made to ensure that the person still receives sufficient information about the activities of the charity generally without disclosing such sensitive information that could place the individual in an untenable position.

If you are user of DanceSyndrome's services, or the carer of someone who uses DanceSyndrome's services, you should not be involved in decisions that directly affect the service that you, or the person you care for, receives. You should declare your interest at the earliest opportunity and withdraw from any subsequent discussion, unless expressly invited to remain in order to provide information. In this case you may not participate in, or influence, the decision or any vote on the matter. You will not be counted in the quorum for that part of the meeting and must withdraw from the meeting during any vote on the conflicted item.

If you fail to declare an interest that is known to the charity secretary and/or the chair of the board, the charity secretary or chair will declare that interest.

4. Decisions taken where a trustee or member of staff has an interest

In the event of the board having to decide upon a question in which a trustee or member of staff has a conflict of interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Interested board members may not vote on matters affecting their own interests.

All decisions under a conflict of interest will be recorded by the charity secretary and reported in the minutes of the meeting.

The report will record:

- the nature and extent of the conflict
- an outline of the discussion
- the actions taken to manage the conflict.

Where a trustee benefits from the decision, this will be reported in the annual report and accounts in accordance with the current Charities SORP.

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Where a member of DanceSyndrome's staff is connected to a party involved in the supply of a service or product to the charity, this information will be fully disclosed in the annual report and accounts.

This option is only available to those charities which have an express power to authorise situational conflicts in their governing document.

The Charities SORP 2005 requires the full disclosure of all 'related party' transactions with any third party that may inhibit the charity being able to pursue its separate interests. The Charity Commission strongly recommends that all trustee payments should be disclosed in an appropriate manner, see CC11 Trustee payments and expenses.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.

5. Managing contracts

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest. Monitoring arrangements for such contracts will include provisions for an independent challenge of bills and invoices, and termination of the contract if the relationship is unsatisfactory.

This policy will be reviewed annually and amended when necessary. It may also be reviewed should any new, relevant legislation require this.

Date of implementation: June 2016

Date of next review: November 2020

Signed: 

Sue Blackwell, Acting Chair – DanceSyndrome – 01.11.2019

An easy read version of this policy is available at <http://www.dancesyndrome.co.uk/policies>

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Declaration of Interests Form

I as employee/trustee* [*delete as appropriate] of DanceSyndrome have set out below my interests in accordance with the organisation's conflicts of interest policy.

Category	Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection
Current employment and any previous employment in which you continue to have a financial interest.	
Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals etc.	
Membership of any professional bodies, special interest groups or mutual support organisations.	
Investments in unlisted companies, partnerships and other forms of business, major shareholdings and beneficial interests.	
Do you use, or care for a user of the organisation's services?	
Any contractual relationship with the charity or its subsidiary.	
Any other conflicts that are not covered by the above.	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose.

Signed:

Position:

Date:

Office address:

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