



CONFLICT OF INTEREST POLICY

This policy applies to Trustees, members and staff of Maindee Festival Association

Why do we need this policy?

Our trustees have an obligation to act in the best interests of the Maindee Festival Association and in accordance with Maindee Festival Association's constitution.

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 Maindee Festival Association.

Such conflicts may create problems; they can:

- Inhibit free discussion;
- Result in decisions or actions that are not in the interests of Maindee Festival Association; and
- Risk the impression that Maindee Festival Association has acted improperly.

The aim of this policy is to protect both Maindee Festival Association and the individuals involved from any appearance of impropriety.

b) The declaration of interests

Accordingly, we ask Trustees and staff to declare their interests, and any gifts or hospitality received in connection with their role in Maindee Festival Association. A declaration of interest's form will be provided for this purpose, listing the types of interest you should declare.

These declarations of interest need to be updated at least annually, and when any 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 Secretary for confidential guidance. Interests will be recorded on Maindee Festival Association's register of interests, which will be maintained by the Secretary. The register will be accessible on request by any member of Maindee Festival Association and our auditors.

What to do if you face a conflict of interest

If you are a user of Maindee Festival Association's services, or the carer of someone who uses these 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.

The same applies if you face a conflict for any other reason. You may, however, participate in discussions from which you may indirectly benefit, for example where the benefits are universal to all users, or where your benefit is minimal.

If you fail to declare an interest that is known to the Secretary and/or the Chair, the Secretary or Chair will declare that interest.

Decisions taken where a Trustee or member of staff has an interest

In the event of the Trustees having to decide upon a question in which a Trustee or member of staff has an interest, all decisions will be made by vote, with a two thirds 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. They must absent themselves from the discussion.

All decisions under a conflict of interest will be recorded by the 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.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures through a Special General Meeting or AGM or, if necessary, an independent arbitration service.

Members who routinely seek, or are awarded, contracts with Maindee Festival Association must not be Trustees of Maindee Festival Association. This would apply, for example, to community artists who regularly provide workshops or other services, or contractors who regularly provide site services for the Maindee Festival.

In exceptional circumstances, it may be that it is in the best interests of Maindee Festival Association for an existing Trustee to be considered for the award of a “one off” contract by Maindee Festival Association. In such instances they must take no part in their own selection as contractor, must resign as a Trustee prior to the commencement of any negotiation of the contract and cannot be re- appointed during the period of the contract or prior to a subsequent General Meeting of Maindee Festival Association.

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.

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