

Groby Sings

Policy on Potential Conflicts of Interest

approved by Groby Sings' board of trustees on 1 October 2025

1. This policy applies to all trustees of Groby Sings and to all members of its Management Team ('MT').
2. A 'conflict of interest' arises when the best interests of an individual trustee or MT member (or a close relative of a trustee or MT member) are, or could be, or could be perceived to be, different from the best interests of the charity itself – for example, when an individual gets a personal financial benefit from how the charity operates.
3. The trustees acknowledge that it is inevitable that conflicts of interest will occur. They are however committed to managing these potential conflicts in order to protect both the charity and the individual from any impropriety or appearance of impropriety.
4. In order to promote the trustees' managing of potential conflicts of interest, the agenda of each regular trustees' or MT meeting will include a standing item relating to any undeclared potential conflicts.

Statement of intent

5. Groby Sings is committed to ensuring that 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.
6. It is the policy of Groby Sings to:
 - ensure that every trustee and MT member understands what constitutes a conflict of interest and that they have a responsibility to recognise and declare any conflicts that might arise for them.
 - document the conflict and the action(s) taken to ensure that the conflict does not affect the decision making of the organisation.

Responding to a potential conflict of interest

7. When a trustee or MT member has a potential conflict of interest, they must:
 - declare it to the Chair in writing as soon as they are aware of it
 - not take part in any discussions relating to the matter
 - not take part in any decision making related to the matter
 - not be counted in the quorum for decision-making related to the matter.
8. If a trustee or MT member is unsure what to declare, he or she should err on the side of caution and discuss the matter with the Chair for confidential guidance.
9. The Chair should ensure that that the potential conflict of interest is discussed and decided on by the trustees or MT and that the decision-making is recorded in the minutes of a meeting of the trustees or MT.
10. In any meeting, a trustee or MT member affected by a potential conflict of interest should be given an opportunity to share any relevant information and to answer any questions but should not take part in any related discussion and/or decision-making. If appropriate, they should leave the room while the discussion and/or decision-making is taking place.
11. If the potential conflict of interest is discussed or decided on by email, the trustee or MT member must not take part in that email discussion or decision, and the decision must either be unanimous by all of the other trustees or MT members or should be deferred to a meeting, where any points of disagreement can be discussed. Any unanimous decision by email should be recorded in the minutes of the next regular meeting of the trustees or MT. The minutes should state:

- the declared potential conflict
 - that the trustee or MT member took no part in discussion or decision making on the matter
 - that the meeting was quorate without counting the affected individual
 - any actions taken to manage the conflict.
12. If it is the Chair who has the potential conflict of interest, the Secretary should take the place of the Chair in the above procedure.

Recording the response to a potential conflict of interest

13. In addition to the responses to potential conflict of interest being recorded in the minutes of the relevant meeting, the following details will be recorded in a Register of Potential Conflicts of Interest:
- Details of the potential conflict:
 - the name of the person with the potential conflict of interest
 - whether they are a trustee or a MT member
 - details of the potential conflict
 - the date the potential conflict was declared
 - Details of the response to the potential conflict:
 - the action that has been agreed
 - the date the action was agreed
 - whether the action was agreed by email or in a meeting
 - the date of any review of the potential conflict.
14. The current version of the Register of Potential Conflicts of Interest will be sent to the trustees with the agenda of each regular trustees' meeting, so that potential conflicts can be monitored and if necessary reviewed.