



## **East Yorkshire Parent Carer Forum (EYPCF)**

**Charity number 117499**

### **CONFLICT OF INTEREST POLICY AND PROCEDURE**

This policy is designed to ensure that any conflict of interest or potential conflict a member of the Parent Carer Forum might have in relation to their membership of any group or committee which they attend on behalf of the Forum, is declared and dealt with so as to ensure that the Forum operates in line with best practice.

A conflict of interest may arise in the following circumstances:

- A Forum member is also a member, trustee or employee of another organisation with similar objectives, particularly one with which there may be perceived to be any element of competition.
- A Forum member is also a member, trustee or employee of another organisation which stands to gain financially or otherwise from decisions made by a group which the Forum member attends on behalf of the Forum.
- A Forum member is also a member, trustee or employee of another group or organisation which enables them to influence strategic decisions in relation to children and young people with SEN and their families in East Riding.

It should be stressed that there is nothing wrong with a Forum member being in any of these situations – a problem only arises if the member is involved in any decision which could be seen to conflict with their interest or gain financially and fails to declare it.

### **RESPONSIBILITY OF FORUM MEMBERS**

It is always the responsibility of a Forum member to declare any interest referred to above.

To help members to declare interests appropriately the Forum will:

- Ask members to declare any interests at the beginning of any meeting organised by the Forum.
- Ask members to sign a conflict of interest form annually to be kept with the register of declared conflicts of interest.

- Discuss conflicts of interest issues when a Forum member is considering becoming a trustee, joining the Steering Group of the Forum, a subgroup of the Forum, or a strategic/operational group which the member wants to join as a representative of the Forum
- Provide new Steering Group members with a form on which they will declare any interest which is likely to conflict with their duty as a Trustee, Steering Group member or volunteer.
- If a Forum member fails to declare an interest which is known to other Forum members, then they will declare it.
- If a 'forum' member, staff member or employee, trustee etc. deliberately conceals a conflict of interest then they may face disciplinary action.

### **WHEN A CONFLICT OF INTEREST ARISES**

When a conflict of interest arises between a Forum member's interest in the work of the Forum and a personal or professional interest elsewhere, the member will declare that interest and this will be recorded in the minutes of the meeting in question.

Attendees at the meeting will be asked if they would like to discuss the conflict-of-interest issue further, and the member in question may be asked to leave the meeting while this discussion takes place.

The member will be required to abide by the decisions of the subgroup, or the Forum's Trustees or Steering Group, where membership of the Steering Group or a strategic/operational group is concerned. Decisions can be challenged through the Forum's complaints procedure.

A member with a declared interest will not be allowed to vote on any item to which their conflict of interest relates, nor will their attendance count towards a quorum at the meeting in question. The member will not normally be asked to leave the meeting while the item in question is being discussed but may be asked to withdraw if the co-Chair considers that their presence may unduly influence the outcome of a decision.

Any declaration of conflict of interest made by a member of the Forum will be processed in line with the Data Protection Act and the Forum's own Data Protection Policy.

**Approved by the Trustees date: Dec 23**

**Review date: Dec 24**