

Procedures in support of Policy Statement – Conflict of Interest – dated 16 September 2015

Conflict of Interest Policy

1. The society's policy in respect of conflict of interest will be published on its website and written guidance notes will be circulated to existing trustees on how to identify and disclose conflicts of interest.
2. Detailed guidance can be obtained by consulting the leaflet entitled *Manage a conflict of interest in your charity* [<https://www.gov.uk/guidance/manage-a-conflict-of-interest-in-your-charity>]
3. The society will carry a standard statement on its agenda before any meeting of trustees requiring the disclosure of any conflict of interest.
4. It is the responsibility of each trustee to identify and disclose the existence of any conflict or potential conflict of interest and excuse himself/herself from any discussion or decision about a subject which gives rise or may give rise to one.
5. The General Secretary or Minutes Secretary will record in the minutes any such disclosure and the action adopted.
6. At all relevant times the trustee body will consult the Charity Commission website which contains exhaustive guidance notes on this subject.

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- Circulation of guidance notes to existing trustees on how to identify and disclose conflicts of interest
- Standard agenda item before any meeting of trustees requiring the disclosure of any conflict of interest
- Action of trustee to disclose and excuse himself/herself from discussion or decision
- Record to be made in the minutes of any such disclosure and the action adopted
- In the final analysis consult the Charity Commission website which contains exhaustive guidance notes on these and many other subjects.