

Cappella Novocastriensis (working name Cappella Newcastle) - "Cappella"

Registered Charity Number 514163

CONFLICT OF INTEREST POLICY

Purpose

This policy applies to all trustees of Cappella Newcastle.

A 'conflict of interest' arises when the best interests of an individual trustee are, or could be, different from the best interests of the charity itself.

The trustee 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 trustee from any impropriety or appearance of impropriety.

Background

The object of the choir shall be to advance, improve, develop and maintain public education in, and appreciation of, the art and science of music in all its aspects by any means the trustees see fit, including through the presentation of public concerts and recitals.

The Principal Officers and Committee Members are elected by and out of the members of Cappella Novocastriensis at the Annual General Meeting.

Statement of Intent

Cappella Newcastle is committed to ensuring 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.

Policy

It is the policy of Cappella Newcastle to:

- Ensure every trustee 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.

Procedure

When a trustee identifies that they have a potential conflict of interest they must:

- Declare it as soon as they become aware of it.
- Ensure it is entered in the conflict of interest register (ongoing conflicts), and/or appropriately minuted (one-off conflicts).
- Not take part in any trustee 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.

In the interests of frank and open discussion, a trustee affected by a conflict of interest must leave the room while related discussion / decision making is taking place, unless there is good reason for them to stay.

The minutes should state:

- The declared conflict.
- That the trustee left the room, or the reason they were asked to stay.
- That the trustee took no part in discussion or decision making on the matter.
- That the meeting was quorate (not counting the affected trustee).
- Any other actions taken to manage the conflict.

If a trustee is unsure what to declare, they should err on the side of caution and discuss the matter with the Chair of the Committee of Cappella Newcastle for confidential guidance.

Date of policy: November 2022

Date for review November 2023

ANNUAL TRUSTEE CONFLICT OF INTEREST DECLARATION

Name of charity: Cappella Newcastle

Name of **[TRUSTEE]**:

Date conflict of interest identified (put n/a if no conflict identified):

Details of conflict:

E.g.

- *being paid to carry out work or services for Cappella Newcastle*
- *being the direct or indirect beneficiary of a contract entered into by Cappella Newcastle (e.g. your partner works for the charity)*
- *other directorships or trusteeships which could create a conflict of loyalty (e.g. trustee of a community building used for rehearsals)*
- *being the recipient of a gift in excess of £50*

This is not an exhaustive list, but just gives some examples relevant to Cappella Newcastle trustees. Essentially, they can be summarised as: benefits to trustees or a person related to them; or conflicts of loyalty; For more information, please see the Charity Commission's guidance:

<https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees-cc29/conflicts-of-interest-a-guide-for-charity-trustees>

Who does it relate to? (e.g. self, connected person – please specify)

How was it notified? (e.g. verbal at Board meeting, letter, annual declaration)

Trustee signature:

Date of signature:

Conflict of Interest Register for Trustees

Cappella Newcastle

Date identified	Name of Trustee	Details of conflict	Who does it relate to?	How notified*	Action taken**	Follow up needed? (Y/N)	End date conflict/current	Reason for resolution***
<i>1 June 2016 [Example]</i>	<i>Ann Person</i>	<i>Person connected to trustees (partner) is being paid to for providing service of leaflet design</i>	<i>Brian Person</i>	<i>Discussion at board meeting and written declaration by Claudia Craig</i>	<i>Trustee withdrawn from any discussion and decision making process relating to</i>	<i>N</i>	<i>1 August 2016</i>	<i>Engagement with connected person to provide a service ended</i>
<i>1 Sep 2016 [Example]</i>	<i>Chris Example</i>	<i>Trustee is paid for providing service as Musical Director to the charity</i>	<i>Chris Example</i>	<i>Verbal discussion of management meeting</i>	<i>Trustee withdrawn from any discussion and decision making process relating to</i>	<i>N</i>	<i>Current</i>	

*e.g. verbal declaration at Board meeting, written declaration etc.

**e.g. trustee withdrawing from a decision making process: disclosure in Annual Report to members etc.

***e.g. conflict of interest ceased, trustee resigned or end of term etc.