

Conflict or duality of interest policy

Introduction

All Family Voice Southend representatives, steering group members and volunteers have an obligation to work in the best interests of the organisation.

Conflicts of interest may arise where an individual's personal, family or organisational interests and loyalties conflict with those of Family Voice Southend (The Forum) and such conflicts may create problems.

They can:

- **Inhibit free and informed discussion**
- **Result in decisions or actions that are not in the best interests of The Forum**
- **Risk the impression that The Forum has acted improperly**

The aim of this policy is to protect both individuals and their organisations from any appearance of impropriety

Declaration of interests

All Family Voice Southend representatives, steering group members and volunteers are asked to declare their interests and any gifts or hospitality received in connection with their role, using the template form provided.

This should include involvement with other organisations (voluntary, public or private sector) whether as a representative, staff member, volunteer or other close associate.

To be effective this form needs to be updated annually and also when any changes occur. If you are unsure what to declare, or whether and when your declaration needs to be updated, please err on the side of caution. If you want to discuss this issue please contact either the Chair or Treasurer for confidential guidance.

Interests will be recorded in the organisation's register of interests which will be maintained by the Chair

What to do if you face a conflict or duality of interest

If you become aware that your involvement in a discussion or decision affecting The Forum presents you with a conflict you should declare your interest at the earliest opportunity.

If the discussion or decision-making involves potential benefit to you, a member of your family or to an organisation you are closely associated with, you should offer to withdraw from any subsequent discussion.

You may participate in discussions from which you may indirectly benefit, for example, where the benefits are universal.

Policy Agreed by Steering Group June 2020

Signed on behalf of Steering Group.....[mike wilson](#).....

To be reviewed June 2023

Declaration of conflict or duality of interest form

As a representative of Family Voice Southend I have set out below my interests in accordance with the Family Voice Southend Conflicts of Interest Policy. To the best of my knowledge, the information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the Conflicts of Interest Policy and for no other purpose.

Please provide details of nature of interest

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Name:

Signed.....Date.....