

	Title:	
	CONFLICT OF INTEREST	
	Version: 1	Approved: Committee of Governance
	Administered: Committee	Next Review: September 2017

Introduction

The Committee of Governance of Network West is committed to high standards of ethical conduct and accordingly places great importance on making clear any existing or potential conflict of interest.

Purpose

This policy has been developed to provide a framework for all Committee Members in declaring conflicts of interest.

Definition

A conflict of interest occurs when a situation arises that has the potential to undermine the impartiality of a person because of the possibility of a clash between the person’s self interest and professional interest or public interest.

Policy

The Committee of Governance places great importance on making clear any existing or potential conflicts of interest. A committee member must disclose any ‘material personal interest’ to the committee as soon as they are aware of this interest. All such conflicts of interest shall be declared by the member concerned and documented in the Committee of Governance’s Conflict of Interest Register.

A Committee member who believes another Committee member has an undeclared conflict of interest should specify in writing the basis of this potential conflict.

Where a Committee member has a conflict of interest, as defined by statute, that Committee member shall not initiate or take part in any Committee discussion on that topic (either in the meeting or with other Committee members before or after the Committee meeting), unless expressly invited to do so by unanimous agreement by all other members present.

Where a Committee member has a conflict of interest, as defined by statute, that Committee member shall not vote on that matter.

Procedure

1. Members must declare any conflicts of interest either at the start of the Committee meeting concerned or when a relevant issue arises. The nature of this conflict of interest should be entered into the meeting minutes.
2. Where a conflict of interest or potential conflict of interest is identified and/or registered, the committee member concerned shall leave the room as soon as that item comes up for discussion. The concerned committee member shall not vote on that issue, nor initiate or take part in any committee discussion on that topic (either in the meeting or with other committee members before or after the committee meetings), unless expressly invited to do so by unanimous agreement by all other members present.
3. If a person declares themselves to have existing or potential conflict of interest confidentiality will be respected. If a person alleges that another person has a conflict of interest, whether existing or potential, and if the committee of governance cannot resolve this allegation to the satisfaction of both parties the matter shall be referred to an Ethics Sub-Committee. This Sub-Committee will make a recommendation to the Committee of Governance as to what action shall be taken.

Examples of conflict of interest could be (but are not limited to):

- When a committee member or his/her immediate family or business interests stands to gain financially from any business dealings, programs or services of Network West.
- When a committee member offers a professional service to Network West.
- When a committee member stands to gain personally or professionally from any insider knowledge if that knowledge is used to personal advantage.
- Where a committee member or former committee member has a role on the governing body of another organisation, where the activities of that other body may be in direct conflict or competition with the activities of Network West.