

## **Conflict of Interest Policy and Procedure**

APS Support UK strives to maintain an atmosphere of openness throughout the organisation to promote the confidence of the public, members, staff, charity regulators, parliament and other stakeholders.

In order to foster this spirit of transparency and openness, and prevent undue influence, Trustees of the charity should always declare an interest in any relevant matters under discussion at a meeting. These interests may be financial, or of influence or loyalty.

### **Introduction**

This policy sets out procedures in relation to any issue concerned with conflict of interest of APS Support UK's peer review panel. The aim of the policy is to protect both APS Support UK and the individuals involved from any appearance of impropriety.

Conflicts of interest can occur when there is a direct financial gain or benefit to any panel member by payment of a grant to a panel member or relative. Where there is a benefit to a panel member this may be allowed as long as that member is not involved in the discussion or recommendation for funding. Panel members will vacate the room at the appropriate time, in order for there to be free and uninhibited discussion.

### **Procedure**

#### **Conduct of meetings**

1. At the commencement of each meeting panel members must declare any conflict of interest/loyalty in relation to any item on the agenda or any further item discussed and this will be minuted.
2. When an item is discussed in which a member has declared a conflict of interest/loyalty, that member should withdraw from that part of the meeting/discussion. The same applies if a member faces a conflict of interest for any other reason.

## **Resolution of conflict of interest issues**

1. The constitution of the charity shall also be used for guidance in as far as it sets out the duties and responsibilities of Trustees/Panel Members in relation to conflicts of interest.
2. In the event of the panel having to decide upon a question in which a member has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision; interested parties will not be counted when deciding whether the meeting is quorate. Panel members must leave the meeting if they have any application under discussion and may not vote on matters affecting their own application. The charity's Trustees can be approached if an issue requires further help for resolution
3. All decisions under a conflict of interest will be recorded by the Panel and reported in the minutes of the meeting.