

# Conflict of Interest Policy



Updated and Approved December 2017

## Introduction

Clare Public Participation Network (PPN) is committed to maintaining an open and transparent working environment. Staff and volunteers are expected to act honestly and with integrity and to safeguard the resources for which they are responsible, at all times.

As part of the culture of the organisation, secretariat, representatives and staff must disclose any conflict of interest, be it personal, family, business or otherwise, in relation to any initiative taken by the PPN.

A conflict of interest can be related to personal, family or business matters, and may be associated with the member or anyone connected with the member benefitting directly or indirectly from activities of the committee.

## Objectives

The objectives of the policy are:

- To protect the PPN against conflicts of interests that may be detrimental to its activities, by ensuring that individuals covered by the policy make decisions free from any external influences, either personal or fiduciary.
- To protect the PPN and those individuals covered by the policy against impropriety or the appearance of impropriety, including reputational risk.
- To earn and maintain the confidence of the Local Authority, the Government and of the general public in the integrity, effectiveness and impartiality of its decision-making processes. It will not do so if these processes are seen to be compromised by conflicts of interests.

## Coverage of the Policy

The policy applies to the management and staff members of the PPN.

## Disclosure

When the Chairperson of CLARE PPN becomes aware of an disclosure of conflict of interest by a staff member or volunteer, he will inform that person of the following:

- The fact that a disclosure has been made against him/her
- The nature of the disclosure

The staff member/volunteer will be afforded the opportunity to respond. The Chairperson will deal with all aspects of the case relating to the staff member/volunteer.

## At meetings

If a disclosure of interest is made at a meeting, particulars of the disclosure will be recorded in the minutes of the meeting concerned, and or so long as the matter to which the disclosure related is being dealt with by the meeting, the person by whom the disclosure is made shall not be counted in the quorum for the meeting.

Where a conflict of interest is declared by a member, that member will leave the meeting and will not be entitled to vote on the matter in which they have an interest.

Upon returning to the meeting the member will be notified of the decision by the Chair and no further discussion will take place. All registered conflicts will be recorded in the minutes.