

Nottingham Symphony Orchestra ("NSO")

Conflict of Interest Policy

This policy was adopted by the Directors of Nottingham Symphony Orchestra on 19 June 2024

Date of last review: 19 June 2024

Date of next review: 30 June 2026

1. Introduction

This policy applies to all directors and executive committee members of NSO.

A 'conflict of interest' arises when the best interests of an individual director or committee member are, or could be, different from the best interests of NSO itself.

The directors and executive committee members 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 NSO and the directors and executive committee members from any impropriety or appearance of impropriety.

2. Statement of Intent

NSO 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 NSO.

3. Policy

It is the policy of NSO to:

- Ensure each director and executive committee member 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.

4. Procedure

When a director and executive committee member 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 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 director or committee member affected by a conflict of interest will leave the room while related discussion / decision making is taking place, unless there is good reason for them to stay.

The minutes of the relevant meeting should record:

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

If a director or executive committee member is unsure what to declare, they should err on the side of caution and discuss the matter with the Chair of the board of directors or executive committee for confidential guidance.

5. **Policy review**

The policy will be reviewed every two years by the board of directors. Members of NSO will be informed of any changes to the policy and be invited to comment.

ANNUAL [TRUSTEE/COMMITTEE MEMBER] CONFLICT OF INTEREST DECLARATION

Name of charity: Nottingham Symphony Orchestra ("NSO")

Name of [TRUSTEE/COMMITTEE MEMBER]:

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

Details of conflict:

For example:

- *being paid to carry out work or services for NSO*
- *being the direct or indirect beneficiary of a contract entered into by NSO (eg your partner works for the charity)*
- *other directorships or trusteeships which could create a conflict of loyalty (eg 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 NSO 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? (eg self, connected person – please specify)

How was it notified? (eg verbal at Board meeting, letter, annual declaration)

Trustee signature:

Date of signature:

Conflict of Interest Register for [Trustees/Committee members]

NOTTINGHAM SYMPHONY ORCHESTRA

Date identified	Name of [Trustees/Committee members]	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 2023 [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 2023</i>	<i>Engagement with connected person to provide a service ended</i>
<i>1 Sep 2023 [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>	

* eg verbal declaration at Board meeting, written declaration etc.
** eg trustee withdrawing from a decision making process: disclosure in Annual Report to members etc.
*** eg conflict of interest ceased, trustee resigned or end of term etc.