

 <p>Wingate Avenue Community Centre</p>	Title:	
	CONFLICT OF INTEREST POLICY AND PROCEDURE	
	Version: 1.1	Approved: Committee of Management May 2012
Administered: Manager	Next Review: February 2015	

Policy Background

The Committee of Management of the Wingate Avenue Community Centre are committed to high standards of ethical conduct, accountability and professionalism. This policy is to ensure the effective management of the risks associated with a conflict of interest.

Members shall avoid actual, potential and perceived conflicts of interest to ensure the highest levels of integrity within the organisation. Any such conflicts of interest shall be declared by the member concerned and documented in the Committee of Management's Conflicts of Interests 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.

Procedure

1. Members shall 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 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 management cannot resolve this allegation to the satisfaction of both parties the matter shall be referred to an Ethics Sub-committee. The Sub-Committee will make a recommendation to the Committee of Management as to what action will be taken.

Conflict of Interest could:

- Involve an actual, potential or perceived financial gain or loss for a committee member or his/her family.
- Involve a committee members insider knowledge which they then use for personal gain.
- Be evident when 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 Wingate Avenue Community Centre.
- Involve a committee member who offers a professional service to Wingate Avenue Community Centre.

Adopted by Committee of Management on (date): 21 May 2012

Signed by Chairperson: Kathy Andison

