



Conflict of Interest Policy of the Scottish Fundraising Adjudication Panel

Definition

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

This may be something that affects the Panel member directly, or indirectly, through a family member or friend or business partner.

Statement of Intent

The Panel 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 charity.

Policy

It is the policy of the Panel to:

- Ensure every Panel 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 Panel

Procedure

When a Panel member identifies that they have a potential conflict of interest they must:

- Declare it as the beginning of the meeting or, when not at a meeting, declare it as soon as they become aware of it
- Ensure it is entered in the conflict of interest register (ongoing conflicts), and/or minuted in the appropriate Panel papers (one-off conflicts)
- Not take part in any Panel 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 Panel member affected by a conflict of interest must leave the room while related discussion / decision making is taking place, unless there is good reason for them to stay.

The minutes should state:

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

If a Panel member is unsure what to declare, they should err on the side of caution and discuss the matter with the Chair for confidential guidance.

Policy adopted - 31 January 2017