

Policy Document:

Conflict of Interest

Last Updated: July 2021

Last Reviewed: July 2021

1. Overview:

Committee members have a duty to act in the best interests of SSAGO when taking part in national committees. They must not put themselves in any position where their duties conflict with any personal interests or interests from other SSAGO roles.

2. Procedure:

- 2.1. Where a member of a SSAGO Committee, as defined in 3.2., has any actual, perceived or potential conflict of interest they must declare this conflict to the meeting chair at the start of a meeting or as soon as they arise. Conflicts must be declared even if a member is sending apologies for the meeting.
- 2.2. The remaining SSAGO Committee members shall decide how to manage the conflict by either
 - 2.2.1. Agreement the declaration causes no conflict of interest
 - 2.2.2. Removing the individual from discussions relating to the topic
 - 2.2.3. Agreement to continue with restrictions on the individual's involvement.
- 2.3. Where the remaining committee can not agree, the individual shall be removed as in 2.2.2..
- 2.4. If deemed appropriate by a majority vote of that meeting, any participant removed due to a conflict of interest can be allowed to be present or speak.
- 2.5. Where the meeting chair has a conflict of interest they should declare this to the secretary.
- 2.6. An unconflicted person shall be selected to act as chair for the duration of the topic.
- 2.7. No member of SSAGO who has a conflict of interest may vote on that issue and does not count to quorum.
- 2.8. When any conflict is declared, details of the conflict, who or what was affected, the date of declaration and how it was managed should be sent to the National Secretary and recorded in the Register of Interests.
- 2.9. The Register of Interests should be published annually along with the accounts.
- 2.10. Where it is deemed a member has failed to declare an actual, perceived or potential conflict of interest they should be informed by the chair of the committee in writing and given a chance to explain the failure to disclose. This will then be dealt with according to the "Behaviour & Disciplinary Procedures" policy.

3. Conflicts of interest:

- 3.1. Conflicts may arise between an individual's responsibilities where they hold multiple roles in the following categories:
 - 3.1.1. SSAGO Exec
 - 3.1.2. SSAGO Assistant
 - 3.1.3. Club Representative (including Indie and Associate Reps)
 - 3.1.4. National Event Committee
 - 3.1.5. Regional Event Committee
 - 3.1.6. Club Committee
 - 3.1.7. Scouting or Guiding Role
- 3.2. Conflicts covered by this policy may occur on any of the following committees:
 - 3.2.1. SSAGO Exec
 - 3.2.2. Team Pink
 - 3.2.3. SSAGO Full Committee
 - 3.2.4. National Event Committee
 - 3.2.5. Any club or event committee having a bank account provided by National SSAGO

4. Trustee Benefit:

- 4.1. Payment of expenses to members must be in line with National SSAGO Expenses Policy, the Constitution, the Charities Act 2011, and the Charitable Incorporated Organisations (General) Regulations 2012.

5. Serious Conflicts:

- 5.1. A conflict of interest shall be classed as serious where:
 - 5.1.1. A committee is unable to reach quorum with affected members removed.
 - 5.1.2. The decision involves a significant amount of money or risk and there is any conflict.
- 5.2. Where a serious conflict of interest arises in a committee this should be referred to:
 - 5.2.1. The SSAGO Exec, where the conflict arises in a National Event Committee.
 - 5.2.2. The SSAGO Full Committee, where the conflict arises in the SSAGO Exec.
 - 5.2.3. A joint decision of SAGGA, The Scouts and Girlguiding, where the conflict arises in the SSAGO Full Committee.
- 5.3. Serious conflicts of interest must be recorded in the register of interests.