



Phoenixsingers

Phoenix Singers (Suffolk) Conflicts of Interest Policy

1. Purpose

Phoenix Singers (Suffolk) ("Phoenix") is a registered charity. Trustees have a legal duty to act only in the best interests of the charity.

This policy ensures that conflicts of interest are properly identified, declared and managed so that decision-making remains transparent, accountable and in the best interests of Phoenix.

2. Scope

This policy applies to all trustees of Phoenix Singers (Suffolk).

3. Definition of a Conflict of Interest

A conflict of interest arises where a trustee's personal, professional or financial interests could influence, or could be perceived to influence, their decision-making on behalf of Phoenix.

Conflicts may be actual, potential or perceived and may include:

- Financial benefit to the trustee or a connected person
- Involvement with a supplier, venue, contractor or professional engaged by Phoenix
- Trusteeships, directorships or roles in other organisations that may create a conflict of loyalty
- Any situation where personal loyalty could compete with the interests of Phoenix

A **connected person** includes a spouse, partner, close family member or business associate.

Conflicts of loyalty may arise where a trustee has a role in, or strong connection to, another organisation or individual that could influence their decision-making for Phoenix. Trustees are not expected to avoid such roles, but they must declare any situation where their loyalty to another organisation or person could reasonably be perceived to affect their judgement.

4. Declaration of Interests

Trustees must declare any relevant interests:

- On appointment
- Annually (via a written declaration)
- At the start of any meeting where a conflict may arise

If a trustee is unsure whether an interest constitutes a conflict, they should err on the side of caution and declare it.

A Conflicts of Interest Register will be maintained by the Secretary (or nominated trustee).

5. Managing Conflicts

When a conflict is identified, including any potential or perceived conflict of loyalty:

- It must be declared as soon as the trustee becomes aware of it
- It must be recorded in the Conflicts Register and/or the meeting minutes
- The trustee must not take part in discussion or decision-making on the matter if their judgment could reasonably be influenced
- The trustee must not be counted in the quorum for decisions relating to the matter

In most cases, the conflicted trustee will leave the meeting while the matter is discussed, unless the remaining trustees agree there is good reason for them to remain.

This applies equally to conflicts of loyalty: trustees are not required to resign from other roles, but they must be transparent and withdraw from any Phoenix decision where their loyalty to another organisation or individual could reasonably be perceived to influence them.

The minutes will record:

- The nature of the conflict
- That the trustee withdrew (or the reason they remained)
- That they took no part in discussion or decision-making
- That the meeting remained quorate
- Any actions taken to manage the conflict

6. Trustee Payments and Benefits

Any payment or benefit to a trustee must:

- Be permitted by Phoenix's constitution and charity law
- Be clearly in the best interests of Phoenix
- Be agreed by the unconflicted trustees
- Be properly recorded in the minutes and financial records

The conflicted trustee must take no part in the decision.

7. Responsibility and Review

The trustees collectively are responsible for ensuring this policy is followed.

This policy will be reviewed annually or sooner if legislation changes.

Next Review Date: March 2027

Approved by: Trustees, Phoenix Singers (Suffolk)