

[Type text]

LOGO
HERE

Glasgow & Eilean Siar
Conflict of interest form
V0.1

To be presented for adoption at the AGM of the group in May 2009-01-19

Disclosure of potential Conflicts of Interest and/or Duality

Now therefore be it resolved: That the following policy for disclosure of Conflict of Interest* and Duality** is hereby adopted by the constituted body named as 'Glasgow & Eilean Siar'.

1. Any committee member, visitor or advisor attending a meeting of Glasgow & Eilean Siar will be required to sign this form, otherwise their ability to speak or comment at any such gathering may be limited by the chair and committee.
2. Anyone becoming aware of any actual or potential conflict of interest or duality must immediately declare the same to the committee at the time the conflict arises, and should advise the committee of the nature of the conflict.
 - a. Once a conflict or dualism has been declared, the committee may consider whether to allow the conflicted person to address, or to submit to, the meeting and whether to accept the content of the rhetoric or submission.
 - b. Where such a verbal or written submission is made, the resulting impact and considerations of the committee in relation to it should be minuted and may be discussed openly to the meeting if required.
3. Any committee member having an actual or potential conflict of interest or duality on any matter will not be allowed to vote on the conflicted matter at the meeting. In addition their presence shall not be counted on same matter as part of a quorum.
4. Any committee member having an actual or potential conflict of interest or duality on any matter will not use or cause to be used any personal or other influence inside or outside of the meeting or they will be found in breach of this agreement and found grossly negligent in relation to the adopted code of conduct.
5. The foregoing requirements shall not be construed as preventing the conflicted party from briefly stating his/her position in the matter, nor from answering pertinent questions as per section 2.a above on the understanding that in some instances that person may have knowledge that is of assistance and value to the meeting.

*A **conflict of interest** occurs when an individual or organization has an interest that might compromise their reliability. A conflict of interest exists even if no improper act results from it, and can create an appearance of impropriety that can undermine confidence in the conflicted individual or organization. More generally, conflict of interests can be defined as any situation in which an individual/corporation or organization (either private or governmental) is in a position to exploit a professional or official capacity in some way for their personal/corporate or organisations benefit. Conflict may also arise where a relation or partner of the person may gain from that person's interaction with the group.

****Duality** occurs when a person sits on one or more committees or bodies that have decision making capabilities on the same item or discussion point. Duality also occurs where two related or partnered persons have decision making capabilities or interests on the same item or discussion point.

[Type text]

Be it further resolved: That this document be reviewed annually for the information and guidance of committee members, and that any person as described in section 1 or deciding to become a member of the committee will be provided with a copy of this policy statement and document, and the signed form will be held on file by the secretary before that person engages in any formal duties or discussion.

The Chair, Vice-Chair and Secretary are authorised to see that the aforementioned policy is put into effect and managed accordingly.

During the Year of _____, should a potential or actual duality of interest or conflict of interest occur, I agree to abide by the policy as set forth in this document.

Furthermore it is also agreed that a breach of this policy may result in action being taken in conjunction with a gross breach of the code of conduct, and/or cessation of contractual or advisory status.

Date: _____

Signature: _____

Print Name: _____

Organisation/Company: _____

Position: _____

*A **conflict of interest** occurs when an individual or organization has an interest that might compromise their reliability. A conflict of interest exists even if no improper act results from it, and can create an appearance of impropriety that can undermine confidence in the conflicted individual or organization. More generally, conflict of interests can be defined as any situation in which an individual/corporation or organization (either private or governmental) is in a position to exploit a professional or official capacity in some way for their personal/corporate or organisations benefit. Conflict may also arise where a relation or partner of the person may gain from that person's interaction with the group.

****Duality** occurs when a person sits on one or more committees or bodies that have decision making capabilities on the same item or discussion point. Duality also occurs where two related or partnered persons have decision making capabilities or interests on the same item or discussion point.