

Leicestershire Music Hub

Conflict of Interest Policy

All members of the **Leicestershire** Music Hub Board will strive to avoid any conflict of interest between the interests of the Hub on the one hand, and personal, professional, and business interests on the other. This includes avoiding actual conflicts of interest as well as the perception of conflicts of interest.

The purpose of this policy is to protect the integrity of **Leicestershire** Music Hub's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of the Executive Board members.

Examples of conflicts of interest include:

- A Board member who is also a service user who must decide whether fees from users should be increased.
- A Board member who is also on the committee of another organisation that is competing for the same funding.
- A Board member who has shares or financial interest in an organisation or business that may be awarded funding or a contract to do work or provide services on behalf of the Hub.

Upon appointment to the Board each member will complete a disclosure of interest form (see Appendix). Completed forms will be kept on file and will be reviewed annually or sooner depending on any changes in circumstances.

During Board meetings, members will be asked to disclose any interests relating to the items on the agenda. This will include where there is likely to be a conflict between the Hub and the Board members best interests or a conflict between two organisations that the Board member is involved with.

During a meeting, should a conflict of interest be declared regarding an agenda item the Board Chair will decide as to the relevant actions to take. For example, this may include asking the Board member to leave the meeting room whilst the agenda item is being discussed and inhibiting that member from taking part in any decisions being made. Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment, and Board members should respect its spirit as well as its wording.

Appendix

Leicestershire Music Hub Executive Board declaration of interest form

Category	Please give details of the interest and whether it applies to yourself or, where appropriate, a member of your immediate family, connected persons or some other close personal connection
Current employment and any previous employment in which you continue to have a financial interest.	
Appointments (voluntary or otherwise) e.g. trusteeships, directorships etc.	
Membership of any professional bodies, special interest groups or mutual support organisations.	
Investments in organisations who work in the field of music and more generally arts.	
Gifts or hospitality offered to you by external bodies working in the field of music and arts and whether these were declined or accepted in the last 12 months.	
Do you have caring responsibilities for a young person who uses the services of a Leicestershire Music Hub partner (including the lead partner)?	
Any other relevant conflicts that are not covered by the above?	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose. I understand that the information provided will be held in accordance with **Leicestershire Music's** privacy policy.

Signed:	
Organisation:	
Position:	
Date:	