

Conflict of Interest Policy

Park Street Performing Arts Centre

1. Purpose

The purpose of this policy is to protect the integrity and reputation of Park Street Performing Arts Centre by ensuring that actual, potential, or perceived conflicts of interest are identified, disclosed, and appropriately managed.

This policy applies to trustees, staff, volunteers, and anyone acting on behalf of the charity.

2. What is a Conflict of Interest?

A conflict of interest arises when an individual's personal interests, relationships, or loyalties could influence (or appear to influence) their decisions or actions on behalf of the charity.

Conflicts of interest may be:

- **Financial** – e.g., awarding a contract to a company in which a trustee has a financial interest.
- **Non-financial** – e.g., a trustee's close friend being cast in a paid role.
- **Loyalty-based** – e.g., serving on the board of another arts organisation with competing interests.

3. Examples in a Performing Arts Context

- A trustee owns a production company bidding for a service contract.
- A staff member recommends hiring a family member as a musician.
- A volunteer sits on the board of another festival with overlapping audiences.
- A director promotes an actor from a private acting school they run.

4. Legal Duties of Trustees

Trustees have a legal duty to:

- Act in the charity's best interests.
- Avoid situations where their personal interests conflict with those of the charity.
- Declare any interest at the earliest opportunity.
- Not benefit from the charity without legal authorisation.

5. Declaration of Interests

All trustees and senior staff must:

- Complete a Declaration of Interests form annually.
- Update their declaration if new interests arise.
- Declare any relevant interests at the start of meetings.

Declarations will be recorded in:

- A **Register of Interests**, maintained by the Secretary or Governance Officer.
- The **minutes of relevant meetings**.

6. Managing Conflicts

If a conflict of interest is declared:

- The conflicted individual must **not participate in any discussion or decision-making** relating to the matter.
- They may be asked to leave the room for that item of business.
- The remaining trustees must decide if the conflict is serious enough to:
 - Exclude the individual from further related activities.
 - Seek external advice.
 - Refer to the Charity Commission.

Where a trustee stands to benefit personally, the benefit must be:

- Clearly authorised in the charity's governing document, or
- Approved in advance by the Charity Commission.

7. Failure to Declare a Conflict

Failure to declare a known conflict may result in:

- Disciplinary action (for staff/volunteers).
- Referral to the Charity Commission.
- Removal from office (for trustees, under the charity's constitution).

8. Review and Approval

This policy will be reviewed annually by the Board of Trustees and updated as necessary.

Approved by the Board of Trustees and Management Team: 01.09.25
Next Review Date: August 2026.