

Conflict of interest

1.0 Policy statement

Trustees have a legal duty to act only in the best interests of their charity. They must not put themselves in any position where their duties as trustee may conflict with any personal interest they may have. Trustees each have an individual personal responsibility to declare conflicts of interest which affect them and should have strong systems in place so that they are able to identify conflicts of interest. These include:

1. IDENTIFY conflicts of interest
2. PREVENT the conflict of interest from affecting the decision
3. RECORD conflicts of interest

2.0 Scope

This policy is relevant to all Trustees and any committee or other member that has been delegated decision-making powers. It is also relevant to any individual that is in a position to influence decision makers.

3.0 Definitions

Conflict of interest - any situation in which a trustee's personal interests or loyalties could, or could be seen to, prevent the trustee from making a decision only in the best interests of the charity.

4.0 Procedures

4.1 Disclosing Interests

Upon appointment, each committee member will make a full, written disclosure of interests such as relationships, and posts held, that could potentially result in a conflict of interest.

Any new interest should be disclosed and written confirmation of all interests will be provided on an annual basis.

A form has been created to aid in this process.

Each Committee member should also understand that it is their responsibility at each meeting to declare any particular interest that may seem to present a conflict with a particular agenda item.

4.2 Preventing Conflicts

4.2.1 Serious conflicts of interest

In cases of serious conflicts of interest it may mean the trustees deciding to remove the conflict by:

- not pursuing a course of action
- proceeding with the issue in a different way so that a conflict of interest does not arise
- not appointing a particular trustee or securing a trustee resignation

4.2.2 Preventing Conflicts of interest

Where a conflict of interest has been identified, in most cases, the individual(s) should withdraw from relevant meetings, discussions, decision making and votes.

In exceptional cases these may be need to seek the authority of the Commission where the conflict of interest is so acute or extensive that following these options will not allow the trustees to demonstrate that they have acted in the best interests of the charity

4.3 Register of interest

The declaration of interest (DOI) register will be maintained by the Vascular Society business support team, and updated as appropriate. The information will be used solely to ensure that the committee members act in the best interests of the Vascular Society.

The register of interests for each committee will be reviewed by each Committee Chair annually. If the Committee Chair feels that the declared interests of any member(s) of the committee may compromise the objectivity of the committee or the balance of interests on the Committee has become uneven, s/he should bring this to the attention of the President and Secretary of the Vascular Society.

All decisions regarding conflicts of interest will be recorded in relevant meeting minutes include all times individuals withdraw themselves from relevant meetings, discussions, decision making and votes.

5.0 Forms

Declaration of interest form (Appendix 1)

6.0 Policy enforcement

Each individual is responsible for reporting their own conflicts of interest.

The Secretary, along with the business support team, will be responsible for distributing and collecting annual declaration of interest forms

The President, Secretary and committee chairs will be responsible for reviewing the declarations of interest

Potential sanctions

Knowingly breaching this policy is a serious matter and will result in a disciplinary review. The matter may be reported to the charity commission.

7.0 Related information

Charity Commission Guidance - <https://www.gov.uk/government/publications/conflicts-of-interest-a-guide-for-charity-trustees-cc29>

8.0 Policy history and revisions

| | |
|------------------------------------|---------------------------|
| Policy prepared by: | Philip Baker |
| Approved by board / management on: | 10 th May 2019 |
| Policy became operational on: | 14 th May 2019 |
| Next review date: | 14 th May 2021 |

Minor Changes or revisions

Item changed -

Date -

Vascular Society Declaration of interest Form

| | |
|---|--|
| Name | |
| Committees | |
| Conflicts of Interest | |
| 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 |
| Additional employment, consultancies, directorships¹ | |
| Membership (and executive positions) of additional professional and/or learned societies¹ | |
| Relevant shareholdings and financial interests (investments)¹ | |
| Personal fees & honoraria (>£1000pa²) | |
| Travel or educational grants (>£500pa in cash or equivalent²) | |
| Grants to your unit for equipment, facilities or staff (>£1000pa²) | |
| Any contractual relationship with the Vascular Society | |
| Any other conflict that is not covered by the above | |

¹Relating to healthcare, pharmaceuticals, health technology or education.

²Funding from a single source in total over period of this declaration

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.

Signed:

Position:

Date: