



## **Conflict of Interest Policy**

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## 1. Introduction

Good governance recognises the need to have arrangements in place that prevent, counter and deal with potential conflicts of interest.

It is important in this context that the Phoenix Performers guards against the perception of impropriety as well as the reality. We must be able to withstand both internal and external scrutiny.

## 2. Definitions

The Phoenix Performers defines a conflict of interest as a situation in which an individual's ability to exercise judgement or act in one role is, could be, or is seen to be impaired or otherwise influenced by their involvement in another role or relationship.

Even a perception of competing interests, impaired judgement or undue influence may be damaging to the Phoenix Performers' reputation.

### 2.1. Generally, conflicts might occur if individuals have, for example:

- a direct or indirect financial interest
- non-financial or personal interests
- competing loyalties between an organisation they owe a primary duty to and/or some other person or entity

The existence of an actual, perceived or potential conflict of interest does not necessarily imply wrongdoing on anyone's part. However, any private, personal or commercial interests which give rise to such a conflict of interest must be recognised, disclosed appropriately and either eliminated or properly managed.

Reporting, recording and managing potential conflicts effectively, protects the Phoenix Performers and it's leaders, volunteers and trustees, and can help to generate public trust and confidence.

## 3. Examples of conflicts of interest

### 3.1. Financial interests

This is where an individual receives or may receive a direct financial benefit from the operations of the Phoenix Performers.

### 3.2. Indirect financial interests

This is where an individual has a close association with an individual who has a financial interest or stake on our work.

### 3.3. Non-financial professional interest

This is where an individual may obtain a non-financial professional benefit from the consequences of a funding award, such as increasing their professional reputation or status or promoting their professional career.

### 3.4. Non-financial personal interests

This is where an individual may benefit personally in ways which are not directly linked to their professional career and do not give rise to a direct financial benefit.

### 3.5. Indirect interests



This is where an individual has a close association with an individual who has a non-financial professional interest or a non-financial personal interest in a commissioning decision.

#### **4. Roles with heightened risk in relation to perceived conflicts of interest**

In the list below we have provided some guidance on roles that have a perceived higher risk factor in relation to perceived conflicts of interest. In these roles a form should be filled even if no perceived conflict exists (such as a nil return):

- procurement – particularly those roles responsible for administering tenders, supplier decisions and contract terms
- contracting – including those determining contract terms or financial terms, particularly in relation to estates contracts and commercial contracts
- board appointments – particularly those in administering and supporting boards

This list should not be perceived as exhaustive, if other specific roles exist that have a perceived higher risk factor then please ensure a declaration is submitted (including nil returns).

#### **5. Declaration**

At the start of any meeting at any level, attendees are requested to declare any conflicts of interest they may have. If a conflict of interest is declared, that member may lose voting rights when it comes to discussing the item in which they have a conflict of interest in.

For example, if a member of a meeting suggests a new rehearsal space that they have a conflict of interests in Phoenix using, when it comes to voting on whether this venue should be used opposed to another, they will not be able to vote.

All attendees will vote in whether the conflict of interest is of concern or not. If it is of concern, the member be asked to leave the meeting and further action discussed and taken.

