



WANA



WITHERLEY & ATTERTON
NEIGHBOURS ASSOCIATION

Conflicts of Interest (V2)

1. Summary

This policy helps the Steering Group make fair decisions by making conflicts of interest easy to spot, declare and manage.

- Before meetings: check whether you have any actual, potential or perceived conflicts of interest.
- Declare conflicts: tell the Secretary as soon as possible (even if you are unsure).
- Manage conflicts: follow the agreed action (for example, leave the discussion and/or do not vote).
- Record keeping: declarations and actions are recorded in the minutes and Register of Interests.

2. Policy

2.0 Definitions

- Conflict of interest: anything that could influence, or could reasonably be perceived to influence, your impartiality.
- Financial interest: money or benefits in kind (for example, pay, contracts, grants, gifts or hospitality).
- Connected person/organisation: someone close to you, or an organisation you work for or can influence.

2.1 Purpose

This policy applies to Steering Group members and anyone taking part in Steering Group business. It explains how to declare and manage conflicts of interest.

2.2 Procedure

- Identify: consider whether you (or a connected person/organisation) could benefit from, be harmed by, or be linked to the outcome.
- Declare: declare the conflict to the Secretary as soon as you are aware of it (ideally before the meeting).
- Manage/recuse: follow what is agreed (for example, restricted access to papers, leaving the discussion, and/or abstaining from voting).

2.3 Illustrative Examples of Conflicts

- Money or benefit: you (or someone connected to you) could gain financially or receive gifts/hospitality.
- Other roles: your work or role in another organisation could create divided loyalties.
- Personal connections: a decision affects a close friend/family member or an organisation you influence.

2.4 Management of Conflicts

The Steering Group decides whether something is a conflict and what to do about it. If the conflict is significant, the usual approach is for the member not to take part in the discussion or decision on that item.

2.5 Recording and Register of Interests

Members must complete and keep the Register of Interests (Annex A) up to date and tell the Secretary about changes. The Secretary keeps the Register and ensures declarations and actions are recorded in the minutes.

2.6 Advice and Compliance

If you're not sure, declare it and ask the Chair or Secretary for advice.

The Steering Group ensures this policy is followed. The policy is reviewed at least once a year.

2.7 Confidentiality and data handling

Declarations of interest will be handled sensitively and shared only on a need-to-know basis to manage the conflict (for example, the Chair, Secretary and Steering Group). The Register and related records will be stored securely. Information may be disclosed where required for governance transparency or by law.

3. Policy Review:

We are committed to reviewing our policy and good practice annually.

Document History

Agreed by the Steering Group 19th June 2025

This Version reviewed and agreed 29th April 2026

WANA REGISTER OF INTEREST

| Name | Role | Interest (s) declared | Signature | Date |
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