

CSP Conflict of Interest policy

Purpose

1. CSP Council and Committee members will strive to avoid any conflict of interest between the interests of the CSP 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.
2. In their role as CSP Council and Committee members, members have an overriding duty to act in the best interests of the CSP. They should put the CSP's interests before any other personal or professional interests.
3. This policy aims to protect the integrity of the CSP's decision-making process, to enable members and other stakeholders to have confidence in the organisation's integrity, and to protect the integrity and reputation of those serving as Council or Committee members.

Examples

4. Examples of conflicts of interest include:
 - a. Finance, Risk and Audit Committee and Council decisions around whether membership fees should be increased, given that all Council members and most Committee members are also CSP members
 - b. A Council member also holds a key role on a Professional Network, where the PN is bidding for increased funding or a change in CSP policy.
 - c. A Council member is also a charity trustee of the CSP Charitable Trust or CSP Members Benevolent Fund, and Council are making funding decisions.
 - d. A Council member who has shares in a business that may be awarded a contract to do work or provide services for the CSP or is a director, partner or employee or related to someone who is (a 'connected person')**.
 - e. A Council member is being considered by Council for a CSP award or appointment to another body e.g a CSP Fellowship or appointment to the CSP Pension Trustee Board.
5. **A 'connected person' is a child, parent, grandchild, grandparent, brother, sister, spouse or civil partner of the Council or committee member or any person living with the Council or committee member as his or her partner.

Disclosure and Register of Interests

6. Upon appointment each Council and 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. This written disclosure will be kept on file (the CSP's 'Register of Interests') and will be updated as appropriate. Members will be asked to review their entry in the Register of Interests annually.

Declaring interests in meetings and required action

7. Council and committee members should declare any conflict of interest at the beginning of a Council or committee meeting or before the discussion of the item itself. These declarations and the Council and committee members actions that follow will be recorded in the minutes.
8. If a Council or committee member has any interest in the matter under discussion, which creates a real danger of bias, that is, the interest affects them, or a member of their household, more than the generality affected by the decision, they should declare the nature of the interest and withdraw from the room, unless they have a dispensation to speak.
9. If a Council or committee member has any other interest which does not create a real danger of bias, but which might reasonably cause others to think it could influence their decision, they should declare the nature of the interest, but may remain in the room, participate in the discussion, and vote if they wish.
10. If in any doubt about the application of these rules Council or committee member should consult with the Chair of Council and Head of Governance.
11. This policy supplements good judgment, and CSP Council and Committee members should respect its spirit as well as its wording.

Date adopted: _____