



CONFLICT OR DUALITY OF INTEREST POLICY

Introduction

All NNPCF representatives, staff and volunteers have an obligation to work in the best interests of the organisation.

Conflicts of interest may arise where an individual's personal, family or organisational interests and loyalties conflict with those of NNPCF and such conflicts may create problems.

They can:

- **Inhibit free and informed discussion**
- **Result in decisions or actions that are not in the best interests of NNPCF**
- **Risk the impression that NNPCF has acted improperly**

The aim of this policy is to protect both the NNPCF, individuals and their organisations from any appearance of impropriety

Declaration of interests

All NNPCF representatives, staff and volunteers are asked to declare their interests and any gifts or hospitality received in connection with their role, using the template form provided.

This should include involvement with other organisations (voluntary, public, or private sector) whether as a representative, staff member, volunteer or other close associate.

To be effective this form needs to be updated annually and when any changes occur. If you are unsure what to declare, or whether and when your declaration needs to be updated, please err on the side of caution. If you want to discuss this issue, please contact one of the Forum's Co-chair* for confidential guidance.

Interests will be recorded in the organisation's register of interests which will be maintained by the Co-chairs.

What to do if you face a conflict or duality of interest

If you become aware that your involvement in a discussion or decision affecting NNPCF presents you with a conflict you should declare your interest at the earliest opportunity.

If the discussion or decision-making involves potential benefit to you, a member of your family or to an organisation you are strongly associated with, you should offer to withdraw from any subsequent discussion.

You may participate in discussions from which you may indirectly benefit, for example, where the benefits are universal.

DECLARATION OF CONFLICT OR DUALITY OF INTEREST FORM

As a representative of the National Network of Parent Carer Forums I have set out below my interests in accordance with NNPCF's Conflicts of Interest Policy. To the best of my knowledge, the 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.

	Please provide details of nature of interest
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2	
3	

4	
5	
6	

Name:

Signed..... Date.....

Guidance notes for the completion of the declaration of interests form

When completing this form please try and view it from the point of view of an outsider looking in. if the general public knew of this particular relationship, ownership or gift, would they construe (even unfairly) that some personal benefit had or might accrue to you? You need to consider assets, relationships and roles.

For example: “Am I a director of another concern which might appear to compromise my ability to act impartially for the NNPCF and gain some benefit for me personally, or the forum or other organisation I closely work with?”

Please update between the annual check if some material change occurs.

Examples that should be included in the register of interests

1. Current employment/any previous employment in which you continue to have a financial interest
2. Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals, regular freelance commissioners etc.
3. Membership of any professional bodies, special interest groups or mutual support organisations
4. Where your own organisation, or another you work with closely, is directly benefiting through funding
5. Any competitive tendering process where you might have divided loyalties between your role as a representative of NNPCF and your role as employer, employee, representative, volunteer, or member.
6. If necessary, the Operations Manager may seek further information or clarification about the real or potential conflict or duality of interest.