

## **Rutland Parent Carer Voice (RPCV) Conflict or Duality of Interest Policy**

### **Introduction**

All representatives, staff, and volunteers of Rutland Parent Carer Voice (RPCV) have a responsibility to act in the best interests of the organization. Conflicts of interest can arise when an individual's personal, family, or organizational affiliations conflict with the goals and interests of RPCV. Such conflicts can pose challenges, particularly in impartial decision-making, including handling tribunals, appeals, or complaints related to the Local Authority or other entities. Conflicts of interest may:

- Limit open and informed discussions
- Lead to decisions that are not in the best interest of RPCV
- Create an appearance that RPCV has acted improperly

This policy aims to protect RPCV, its members, and partner organizations from any perceived impropriety. As such, all Steering Group members must declare conflicts of interest and abstain from involvement in any personal complaints or tribunals. This ensures that personal matters do not affect the decision-making process when collaborating with Local Authorities, health services, social services, or other organizations.

### **Declaration of Interests**

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

Declarations should include involvement with other organizations—whether voluntary, public, or private—where you serve as a representative, employee, volunteer, or close associate.

The declaration form must be updated annually, or sooner if changes occur. If you are uncertain about what to declare or when to update your information, it is better to err on the side of caution. For confidential guidance, contact a member of the Forum's Steering Group management team.

The Steering Group management team will maintain a register of interests to document declared interests.

### **Handling Conflicts or Duality of Interest**

If you become aware that your participation in a discussion or decision may lead to a conflict of interest, you should disclose this as soon as possible.

If a discussion or decision has the potential to benefit you, a family member, or an organization with which you are closely associated, you should offer to withdraw from any related discussion.

You may, however, participate in discussions where benefits are universal and do not directly affect you or your close associates.

### **Declaration of Conflict or Duality of Interest Form**

As a representative of Rutland Parent Carer Voice, I declare the following interests in accordance with RPCV's Conflict of Interest Policy. To the best of my knowledge, the

information provided is accurate. I commit to updating this information as needed and to review its accuracy annually. I consent to the use of this information for the purposes outlined in the Conflict of Interest Policy, and for no other purpose.

Please provide details of the nature of the interest:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Name: .....  
Signature: .....  
Date: .....

### **Guidance for Completing the Declaration of Interests Form**

When completing this form, consider how the general public might perceive the relationship, ownership, or gift. Could it be seen as conferring personal benefit to you, even if unintentionally? Consider your assets, relationships, and roles. For example, "Am I a director of another entity that could affect my ability to act impartially on behalf of RPCV, potentially benefiting me or the other organization?"

Please update the form if any significant changes occur between annual reviews.

### **Examples to Include in the Register of Interests:**

1. Current employment or any prior employment where you still hold a financial interest.
2. Appointments, both voluntary and paid, such as trusteeships, directorships, local authority membership, tribunals, or freelance work.
3. Memberships in professional bodies, special interest groups, or mutual support organizations.
4. Instances where your organization, or another you work closely with, directly benefits from funding.
5. Any involvement in competitive tendering processes where your role with RPCV may conflict with roles in other organizations or employment.
6. The Operations Manager may seek additional information or clarification on any real or potential conflicts of interest.