

Cultural Purbeck Community Interest Company (CIC)

Conflict of Interest Policy & Declaration

Policy issue date May 2026; Policy review date May 2028.

1. Purpose of this Policy

Cultural Purbeck Community Interest Company (hereinafter Cultural Purbeck CIC) is committed to the highest standards of transparency, accountability, and community trust. As a community-benefit organisation, our decisions must be demonstrably free from undue influence, personal gain, or competing loyalties.

This policy ensures that all Directors, officers, volunteers, and members of advisory groups act solely in the best interests of Cultural Purbeck CIC and the communities we serve.

2. Who This Policy Applies To

- Directors of Cultural Purbeck CIC
- Members of the Strategic Partnership Board
- Members of the Youth Advisory Group (Youth Panel)
- Staff, contractors, and volunteers acting on behalf of the CIC
- Any individual participating in decision-making or representing the CIC in a formal capacity

3. What Constitutes a Conflict of Interest

A conflict of interest arises when an individual's personal, professional, or financial interests could improperly influence—or be perceived to influence—their decision-making on behalf of the CIC.

3.1 Actual conflicts

A direct personal or financial interest that could influence a decision.

3.2 Potential conflicts

A situation that could develop into a conflict in the future.

3.3 Perceived conflicts

Where a reasonable person might believe a conflict exists, even if no actual conflict is present.

Examples relevant to Cultural Purbeck CIC

- Holding a leadership or paid role in a partner cultural organisation applying for funding through the CIC
- Family or close personal relationships with individuals or organisations seeking contracts, commissions, or grants
- Personal financial interest in venues, suppliers, or cultural businesses involved in CIC projects
- Serving as a trustee or director of another organisation whose interests may overlap with Cultural Purbeck CIC
- Using CIC information, opportunities, or resources for personal or organisational gain

4. Principles

- Act solely in the best interests of Cultural Purbeck CIC
- Declare conflicts promptly, fully, and transparently
- Withdraw from discussions or decisions where a conflict exists
- Avoid situations that could damage public trust in the CIC
- Support a culture of openness and accountability

5. Process for Declaring Conflicts

5.1 Annual Declaration

All Directors and Board/Advisory members must complete an annual Conflict of Interest Declaration, which will be held in the CIC's governance records.

5.2 Ongoing Duty to Declare

- At the start of each Board or committee meeting
- As soon as they arise, if between meetings
- When circumstances change (e.g., new roles, new relationships, new financial interests)

5.3 Recording Conflicts

- Record all declarations in the Register of Interests
- Note conflicts in the minutes of the relevant meeting
- Record actions taken to manage or mitigate the conflict

5.4 Managing Conflicts

Depending on the nature of the conflict, the Board may require the individual to:

- Withdraw from the discussion
- Abstain from voting
- Leave the meeting for the relevant agenda item
- Cease involvement in a project or decision
- In rare cases, step down from a role

The Chair will ensure consistent and fair application of this policy.

6. Non-Compliance

- Removal from decision-making roles
- Formal action by the Board under the CIC's governance procedures
- Reporting to the CIC Regulator if required

7. Review of Policy

This policy will be reviewed annually by the Board to ensure it remains fit for purpose and aligned with best practice in community-interest governance.

Conflict of Interest Declaration Form

Cultural Purbeck Community Interest Company (CIC)

Name: _____

Role: _____

Date: _____

1. Relevant Roles and Appointments

List any current roles (paid or unpaid) that may relate to Cultural Purbeck CIC's work.

Examples: trustee roles, employment, directorships, advisory positions, committee memberships.

2. Financial Interests

List any financial interests that could be relevant to CIC decisions.

Examples: ownership of businesses, shareholdings, contracts, consultancy income.

3. Personal or Close Relationships

Declare any relationships that could influence your decision-making.

Examples: family members or close associates involved in cultural organisations, suppliers, or partners.

4. Other Potential or Perceived Conflicts

Include anything that could reasonably be seen as a conflict, even if you believe it does not affect your judgement.

5. Declaration

I declare that the information provided above is accurate to the best of my knowledge. I understand my ongoing duty to declare any actual, potential, or perceived conflicts of interest and to comply with Cultural Purbeck CIC's Conflict of Interest Policy.

Signature: _____

Date: _____