



# COOMBE BISSETT AND HOMINGTON NEIGHBOURHOOD PLAN

## Conflict of Interest Policy

All members of the CB&H Steering Group will strive to avoid any conflict of interest between the interests of the Steering Group 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.

The purpose of this policy is to protect the integrity of the Steering Group's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of the committee members.

Examples of conflicts of interest include:

- 2 A committee member who is related to a someone who would benefit from a decision taken by the Steering Group.
- 3 A committee member who is also on the committee of another organisation that is competing for the same funding.
- 4 A committee member who has shares in a business that may be awarded a contract to do work or provide services as a result of a decision made by the Steering Group.

Each 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 and will be updated as appropriate.

In the course of meetings or activities, committee members will disclose any interests in a decision where there may be a conflict between the steering group's best interests and the committee member's best interests or a conflict between the best interests of two organisations that the committee member is involved with.

After disclosure, the member will be asked to withdraw from the discussion and will not be able to take part in the decision.

Any such disclosure and the subsequent actions taken will be noted in the minutes.

This policy is meant to supplement good judgment and committee members should respect its spirit as well as its wording.

**Date Adopted: 19 February 2019**  
**CB&N Steering Group**