



# HACKNEY SEND PARENT CARER FORUM

## Conflict of Interest Declaration

Whilst working as a Steering Group Representative, volunteer or in association with Hackney SEND Parent Carer Forum (HSPCF), you may encounter situations where your personal interests' conflict, or could be perceived to conflict, with the interests of the organisation.

This policy governs the internal operations of Hackney SEND Parent Carer Forum while hosted by City & Hackney Carers Centre. Legal and financial responsibilities held by the Host remain subject to the Hosting Agreement.

If this occurs, you must declare the nature and extent of any interest, whether direct or indirect, relating to any proposed transaction, arrangement or decision involving HSPCF.

You must also remove yourself from any Steering Group discussion where a conflict may arise between your duty to act in the best interests of HSPCF and any personal interest (including, but not limited to, financial, professional, or relational interests).

### ***Where a conflict exists:***

- You must not participate in the discussion
- You must not vote on the matter
- You must not be counted as part of the quorum for that decision

If you are uncertain whether a situation constitutes a conflict of interest, you must seek guidance from the Chair of HSPCF. Where the Chair has an actual or perceived conflict of interest, guidance shall be sought from the Vice-Chair. Where both are conflicted, the matter shall be referred to the Host Organisation (City & Hackney Carers Centre) before participating in any discussion or decision.

I, \_\_\_\_\_, agree that I will declare any conflict of interest, remove myself from discussions where a conflict may arise, and not vote on matters where I have a declared interest.

Steering Group Member / HSPCF Volunteer Signature:

\_\_\_\_\_

Date:

\_\_\_\_\_

Chair or Vice-Chair Signature:

(Where the Chair has declared the conflict, the Vice-Chair shall sign this form. Where both are conflicted, the Host Organisation shall acknowledge receipt.)

\_\_\_\_\_

Date:

\_\_\_\_\_