

Declarations and Conflicts of Interest Policy

All volunteers (including management committee members) of Barrow upon Soar Library will strive to avoid any conflict of interest between the interests of the Library 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 Library's decision-making process, to enable our stakeholders to have confidence in our integrity, and to protect the integrity and reputation of volunteers, and committee members.

Examples of conflicts of interest include:

- 1 A committee member who is related to a member of staff and there is a decision to be taken on staff pay and/or conditions.
- 2 A committee member who is also on the committee of another organisation that is competing for the same funding.
- 3 A committee member who has shares in a business that may be awarded a contract to do work or provide services for the organisation.
- 4 A volunteer buying supplies for the library from a business with which they have a strong personal connection eg a company owned by them or by a close family member.

Upon appointment, 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 published on the Library website will be updated as and when required.

In the course of meetings or activities, committee members will disclose any interests in a transaction or decision where there may be a conflict between the Library'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, if the committee feels that the committee member is indeed conflicted on the matter to be discussed, the chair will decide which of the following courses of action is to be followed, given the nature of the matter to be discussed and the nature of the interest:

- The committee member to be asked to leave the meeting for the duration of the discussion
- The committee member to remain present for the discussion but only to answer factual questions and not to have a vote on the outcome
- The committee member to remain present and take part in the discussion as normal, but not to have a vote.

Any such disclosure and the subsequent actions taken will be noted in the minutes. All committee members' interests will be reviewed annually and any interests published on the Library website. Nothing in this prevents a change to a committee member's interests being updated in the meantime, should the need arise.

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

Approved by Library Management Committee: 10 November 2025

Review Date: November 2026