

Conflict of Interest Policy

Version:	3.0
Applicable To:	ARTP Council members ARTP Executive Board members ARTP Committee & Working group members
Previous Versions	2.0 14 th April 2016
Next Review Date:	
Policy written by:	Tracey Fleming, ARTP Secretary
Authorised by:	ARTP President, on behalf of ARTP Council

CONTENTS

	Page
1.0 Scope of Policy	2
2.0 Why we have a policy	2
3.0 The declaration of interests	3
4.0 Data protection	3
5.0 What to do if you face a conflict of interest	3
6.0 Managing conflicts	4
7.0 Anti-Smoking Policy	4
Appendix One – Declaration of interests form	6

1.0 Scope of the policy

This policy applies to Association for Respiratory Technology & Physiology (ARTP) Council members (ARTP Trustees and Directors, ARTP Non-Executive Trustees and Directors), ARTP Executive Board members and all members of ARTP committees and working groups.

2.0 Why we have a policy

Trustees have a legal obligation to act in the best interests of ARTP, and in accordance with ARTP's governing document, and to avoid situations where there may be potential conflict of interest. ARTP Executive Board and all members of ARTP committees and working groups have similar obligations.

Conflicts of interest may arise where an individual's personal or family interests and/or loyalties conflict with those of ARTP. Such conflicts may create problems; they can:

- inhibit free discussion
- result in decisions or actions that are not in the interests of ARTP
- risk the impression that ARTP has acted improperly

The aim of this policy is to protect both the organisation and the individuals involved from the appearance of impropriety.

3.0 The declaration of interests

Accordingly, we are asking ARTP Council members, ARTP Executive Board members and all members of ARTP committees and working groups to declare their interests, and any gifts of hospitality offered and received in connection with their role in ARTP. A declaration of interests form is provided for this purpose, listing the types of interest that you should declare (Appendix 1).

To be effective, the declaration of interest needs to be updated at least annually, and when any material changes occur.

If you are not sure what to declare, or whether/ when your declaration needs to be updated, please err on the side of caution. If you would like to discuss the issue, please contact the ARTP Secretary for guidance.

This register of interests shall be used to record all gifts of value over £100 and hospitality over £100 received by ARTP Council members, ARTP Executive Board members and all members of ARTP committees and working groups

Interests and gifts will be recorded on the charity's register of interests, which will be maintained by the ARTP Secretary.

4.0 Data protection

The information provided will be processed in accordance with data protection principles as set out in the Data Protection Act 1998. Data will be processed only to

ensure that ARTP Council members, ARTP Executive Board members and all members of ARTP committees and working group members act in the best interests of ARTP. The information provided will not be used for any other purpose.

5.0 What to do if you face a conflict of interest

If you believe you have a received or real conflict of interest you should:

- declare the interest at the earliest opportunity
- withdraw from discussions and decisions relating to the conflict

ARTP should take special care to ensure that minutes or other documents relating to the item presenting a conflict are appropriately redacted for the person facing the conflict. A balance needs to be made to ensure that the person still receives sufficient information about the activities of ARTP generally without disclosing such sensitive information that could place the individual in an untenable position.

If you fail to declare an interest that is known to the ARTP Secretary and/or ARTP Chair, the ARTP Secretary or ARTP Chair will declare that interest.

In the event of the ARTP Council, Executive Board, committee or working group having to decide on a question in which an ARTP Council member, ARTP Executive Board member, ARTP committee or working group member has an interest, all decisions will be made by vote. A quorum must be present for the discussions and decision; interested parties may not be counted when deciding whether the meeting is quorate. Interested ARTP Council members, Executive Board members, committee or working group members may not vote on matters affecting their own interests.

All decisions under a conflict of interest will be recorded and reported in the minutes of the meeting. The report will include:

- the nature and extent of the conflict
- an outline of the discussion
- actions taken to manage the conflict

Where an ARTP Council member benefits from the decision, this will be reported in the annual report and accounts.

All payments and benefits in kind to ARTP Council members will be reported in the charities accounts and annual report, with amounts for each trustee listed for the year in question.

Where an ARTP Council member, ARTP Executive Board member or member of ARTP a committees or working group is connected to a party involved in the supply of a service or product to the charity, this information will be fully disclosed in the annual report and accounts.

Independent external moderation will be used where conflicts cannot be resolved through the usual procedures.

6.0 Managing contracts

If you have a conflict of interest, you must not be involved in managing or monitoring a contract in which you have an interest.

7.0 Anti-Smoking Policy

Association with the tobacco industry is a special conflict of interest for a respiratory professional body which requires special mention. All members of ARTP Council, Executive Board or Committee who have or has had in the last 20 years any direct or indirect interest, sponsorship, benefit or funding from a tobacco company must declare that interest and will stand down as an active member of any/all ARTP committees or groups they are involved with or intend to join. If later it is disclosed that an individual deliberately or accidentally fails to admit any such involvement with the tobacco industry they will be banned from all ARTP membership and activities with immediate effect.

Committee Chairs or Working group leads should ensure that all Declaration of Interest Forms are collected from all members and sent to ARTP Administrator C/O Executive Business Support, City Wharf, Davidson Road, Lichfield, Staffordshire, WS14 9DZ admin@artp.org.uk.

Please update this information at least annually (1st April to 31st March) using the form in appendix 1 and forward to ARTP Administrator C/O Executive Business Support, City Wharf, Davidson Road, Lichfield, Staffordshire. WS14 9DZ Email: admin@artp.org.uk

I.....have set out below my interests in accordance with ARTP's Conflicts of Interest Policy

Council Member..... ☐

Executive Board Member..... ☐

Committee/ Working Group Member..... ☐

Please list all Committees/ Working Groups:

Category	Please give details of the interest and whether it applies to yourself, or where appropriate, a member of your immediate family, connected persons, or some other close personal connection
Current employment and any previous employment in which you continue to have a financial interest	
Paid consultancy work	
Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals etc.	
Membership in any professional bodies, special interest groups or mutual support organisations	
Investment in unlisted companies, partnerships and other forms of business, major shareholdings (more than 5% of issued capital) and beneficial interests	
Gifts or hospitality offered to you by external bodies and whether this was declined or accepted in the last 12 months (e.g. travel grants, expenses for conferences/ meetings)	
Any contractual relationship with ARTP	
Any other conflict that are not covered by the above	

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose

Signed:

Date: