

Policies and Procedures



Policies and procedures are rules and guidelines that help us run Purple Patch Arts in the best way we can. They keep everyone safe and make sure everyone is treated fairly.



We want to make sure that everybody at Purple Patch Arts can access and understand our policies and procedures.



Please contact us if you have any questions, need help understanding this information, or would like to receive it in a format that suits your needs (large print, audio, Easy Read with pictures, or another language).



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Conflict of Interest Policy

1. Purpose

The board of Trustees has ultimate responsibility for all actions carried out by staff throughout Purple Patch Arts' activities. The board of Trustees has a legal obligation to act in the best interests of Purple Patch Arts and in accordance with Purple Patch Arts' governing document.

The purpose of this policy is to protect both Purple Patch Arts and its Trustees of any appearance of impropriety.

This policy applies to the board of trustees.

2. Principles

Conflicts of interest may arise where an individual's personal or family interests and/or loyalties to some other individual or group conflicts with those of Purple Patch Arts. Such conflicts may create problems. They can:

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

3. Implementation

Trustees are asked to declare their interests, and any gifts or hospitality received in connection with their role in Purple Patch Arts. They have a personal responsibility to declare conflicts of interest in order to fulfil their legal duty to act only in the best interests of the charity. Trustees' interests are listed in a Register of Interests, which is updated annually and when any changes occur.

4. Recording decisions

In the event of the Board having to decide upon a question in which a Trustee has an interest, all decisions will be made by vote, with a simple majority required. A quorum must be present for the discussion and decision. Interested parties will not be counted when deciding whether the meeting is quorate. Interested Trustees 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 record:

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

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

5. What to do if you face a conflict of interest

All conflicts of interest, whether actual or potential, should be declared promptly at the earliest possible opportunity:

- Any Trustee who has a financial interest in a matter under discussion should declare the nature of their interest and withdraw from the room, unless they have dispensation to speak.
- If a Trustee has any interest in the matter under discussion, which creates a real danger of bias, that is, the interest affects the organisation which they represent, or a member of their household, more than the generality affected by the decision, they should declare the nature of the interest and withdraw from the room, unless they have dispensation to speak.
- If a Trustee has any other interest which does not create a real danger of bias, but which might reasonably cause others to think it could influence their decision, they should declare the nature of the interest, but may remain in the room, participate in the discussion, and vote if they wish.
- If a Trustee is in any doubt about the application of these rules, they should consult with the chairperson.

6. Organisational Responsibilities

Overall responsibility for the discharge of this policy lies with the CEO.

7. Review

This policy will be reviewed biennially.