

Policy Title	Managing Conflict of Interests Policy
Issue date (m/y)	12/2016
Author	Donna Welburn Operations Director
Approved by	Laura Cook Managing Director
Review date (m/y)	07/2017

Managing Conflict of Interest

Context

The Learning Support Centre Ltd undertakes public sector funded work and recognises its duty to ensure any potential conflict of interest is declared and mitigated.

Policy Statement

A conflict of interest is any situation in which an individual's personal interests or interests which they owe to another person, body or organisation arise simultaneously or appear to clash.

Conflicts of interest may come in a number of different forms, for example:

- Payment to an employee for services provided through and by another organisation
- Business / work being awarded where an employee could be seen to have or has a financial or a close personal interest / relationship to that other organisation or individual (relative, family member)

The implementation of this policy will ensure the declaration and mitigation of conflicts of interest.

Requirements for Implementation

Responsibility for ensuring the effective implementation and operation of the arrangements will rest with the Directors, and the Operations Manager will ensure that the team operate within this policy and arrangements

- All staff are aware of the policy and the arrangements;
- All staff have access to the Register of Interest form via the staff portal and can view their current form via People HR;
- Proper records are maintained and updated annually in October.
- Staff will sign to agree to any measures introduced to mitigate potential conflict of interest.

Responsibility of Staff

Responsibility to declare any potential conflict of interest immediately and not wait to be prompted rests with all staff. In particular, all members of staff should:

- Comply with the policy and arrangements;
- Ensure their register of interest form is up-to-date;
- Ensure no individual is discriminated against or harassed because of their association with another individual; who has a protected characteristic;
- Immediately inform their manager if they become aware of a potential conflict of interest;
- Agree to measures put in place by The Learning Support Centre to mitigate any conflict of interest.

Related Documents

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- [DfE Policy on Conflict of Interest](#)
- [Quality Assurance Framework v 1.3](#)
- [Register of Interest form v3](#)