



Conflict of Interest

Implementation Date: January 2020

1. CONTEXT

Carlow PPN is committed to maintaining an open and transparent working environment. Staff and volunteers are expected to act honestly and with integrity.

To ensure this, Secretariat Members, Representatives and staff must disclose any conflict of interest, be it personal, family, business or otherwise in relation to any meeting attendance or initiative taken by the PPN.

A conflict of interest can be related to personal, family or business matters. A conflict of interest can also be where a member, or anyone connected with that member, benefits directly or indirectly from activities of the committee.

A conflict of interest is defined as: -

- a situation in which the concerns or aims of two different parties are incompatible or/and
- a situation in which a person is in a position to derive personal benefit from actions or decisions made in their official capacity.

2. OBJECTIVES

The objectives of the policy are: -

- a) To protect the PPN and those individuals covered by the policy against impropriety or the appearance of impropriety, including reputational risk.
- b) To maintain the confidence of our members, the Department of Rural and Community Development and Carlow County Council in the integrity, effectiveness and impartiality of Carlow PPNs decision-making processes.

3. MEETINGS

If a disclosure of interest is made at a meeting, particulars of that disclosure will be recorded in the minutes of the meeting concerned. The person by whom the disclosure is made shall not be counted in the quorum for that meeting.

Where a conflict of interest is declared by a member, that member will leave the meeting and will not be entitled to vote on the matter in which they have an interest. Upon returning to the meeting, the member will be notified of the decision taken by the Meeting Facilitator and no further discussion will take place. All registered conflicts will be recorded in the minutes.

4. DISCLOSURE

When a Meeting Facilitator becomes aware of a disclosure of conflict of interest by a Secretariat Member, Representative or staff member, they will inform that person of the following:

- The fact that a disclosure has been made against him/her
- The nature of the disclosure

The staff member/volunteer will be afforded the opportunity to respond and the Meeting Facilitator will deal with all aspects of the case relating to the staff member/volunteer.