

Godalming Theatre Group - Conflict of Interest Policy

Who we are

The Godalming Theatre Group (GTG) brings joy to hundreds of performers, creatives and supporters every year by performing high quality musicals, pantomimes, drama and social activities within our local community.

About this policy

The purpose of this policy is to protect both Godalming Theatre Group and its Management Committee members from any appearance of or actual impropriety. 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 Godalming Theatre Group's. Such conflicts can be common and having a conflict does not mean that you have done anything wrong. However, some conflicts may create problems. They can:

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

This policy applies to all Members of Godalming Theatre Group Management Committee.

Legal Framework

This policy has been drawn up based on our Constitution and in compliance with best practice.

Supporting Documents

Godalming Theatre Group operates within a framework of policies and procedures, guidance and related documents which, where relevant, should be read in conjunction with this policy

We will practice this Policy by:

The Management Committee has ultimate responsibility for all actions carried out by Godalming Theatre Group. The Management Committee has an obligation to act in the best interests of Godalming Theatre Group and in accordance with its Constitution.

Declaration of Interests and decision-making

All conflicts of interest, whether actual or potential, should be declared at the beginning of each Management Committee meeting. However, if it only becomes apparent during the course of a meeting that you have a conflict then please declare it at the earliest opportunity. If you are not sure what to declare please err on the side of caution. In the event of the Management Committee having to decide upon a question in which a Management Committee member has an interest, all decisions will be made, as usual, by a simple majority vote. A quorum must be present for the discussion and decision. Interested parties will not be counted when deciding whether the meeting is quorate. Interested parties may also 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

- which member was affected
- an outline of the discussion
- the actions taken to manage the conflict
- the actions taken to manage impropriety.

How to raise a concern or complaint

It is important to establish the difference between a concern and a complaint. Taking informal concerns seriously at the earliest stage will reduce the likelihood of them developing into formal complaints. We commit to doing our best to resolve any potential or actual impropriety. Should you feel you have a concern arising from your experience with Godalming Theatre Group we would encourage you, in the first place, to share your concern with the Secretary of the Management Committee or the Manager for the session you have attended. If your concern is to do with the Manager then please raise your concern directly with the Chair of Godalming Theatre Group Management Committee, – contact details below.

We commit to trying to resolve your concerns working with you and others as appropriate to your satisfaction. If you feel your concern has not been satisfactorily resolved, you can make a complaint to us by writing to Godalming Theatre Group, via the contact details below. Write careful notes of the details of your complaint and the effect it has had on you or others. Sign, date and pass a copy of your notes to the Secretary. Should you feel your complaint has not been satisfactorily resolved you can also send in a written complaint to the Chair of Godalming Theatre Group.

Adoption of this policy

This Policy was adopted by the Godalming Theatre Group Management Committee.

Signed . . . *Denise Hodgkiss* (Chair Godalming Theatre Group)

Signature of second committee member

Signed . . . *Madeleine Gibb* (Secretary Godalming Theatre Group)

Date of adoption 25/01/2022

This policy was last reviewed on 25/01/2022 . It will be reviewed every two years, or if relevant legislation changes. The latest version is available from email address below

Our contact details

- Name: Godalming Theatre Group
- Phone Number: 01483 418536
- Email Address: secretary@godalmingtheatregroup.co.uk
- Website Address: www.gtguk.com