



## **Conflicts of Interest Policy**

**June 2021**

### **Introduction**

1. Conflicts of interest are inevitable. The issue is not the integrity of the sub-committee or council member concerned, but the management of any potential to be influenced by conflicting loyalties. Even the appearance of a conflict of interest can damage the society's reputation so conflicts must be managed carefully.
2. Council and sub-committee members should not be in a position where their personal interests and their duty to the society conflict or appear to conflict. We therefore need to manage the conflict or potential conflict and to be transparent. We achieve transparency via explicit acknowledgement and by ensuring that any particular conflict of interest or potential conflict of interest is properly and openly managed.
3. This document provides guidance on the identification, disclosure and management of conflicts of interest with respect to decision-making in the allocation of PSGB funding, selection of plenary speakers, conference abstracts, medal and prize winners. The guidance aims to help to avoid actual, perceived or potential conflicts of interest. It also serves to protect members of council and sub-committees from allegations of bias, or conflict of interest.
4. In the following, 'persons acting on behalf of the society' refers to members of council, sub-committees of council, and ad hoc committees acting on behalf of the society (e.g., to review conference abstracts or score presentations).

## Management of conflicts of interest in decision-making

5. At the beginning of the review (or other) process, the chair will ask council/ sub-committee/ ad hoc committee members to declare any interests which they may have in an application.
6. Persons acting on behalf of the society do not review, score or discuss any projects they are involved in personally, as applicants, supervisors, collaborators, or via personal relationship (see *Definitions*) with the applicant. If the other persons involved in the decision-making cannot reach consensus, we refer the case to council/ the trustees for discussion.
7. Where persons acting on behalf of the society collaborate with the applicant, but not on the specific project concerned, they should raise this with the (sub-)committee chair for discussion.
8. Sub-committees and ad hoc committees make recommendations to the council, with a brief description of the decision-making process. Under normal circumstances, council accepts the recommendations.
9. Trustees of the society cannot benefit from funding schemes.

## Definitions

10. A personal relationship requiring disclosure in accordance with this policy is broadly defined as:
  - A family or familial relationship
  - A business/commercial/financial relationship or
  - An intimate relationship
11. This list is not exhaustive and there may be other types of personal relationships which may pose a real or perceived conflict of interest. Committee members have a responsibility to use their judgement and if in doubt discuss the issue with the sub-committee chair.