

## **MANAGING POTENTIAL CONFLICTS OF INTEREST 2011**

### **Introduction**

1. OSCR aims to inspire public confidence in charities, and can only do this if we are able to inspire public confidence in our own policies, practices and procedures.
2. As a regulator, OSCR aims to act as an exemplar, which involves following best practice, particularly in areas where OSCR may be commenting on the practices and procedures of the regulated constituency.

### **Declarations of Interest**

3. OSCR staff are employed as Civil Servants, and as such are bound by the terms and conditions associated with civil servant status. We recognise that our staff may be involved with or have knowledge of charities which OSCR regulates, and each staff member is asked to complete and regularly update a Declaration Of Interest Form, which details involvement with specific charities or bodies related to charities.

### **Principle**

4. Members of OSCR staff should not take up any appointment to trusteeship or directorship of a charity, or body related to a charity without the prior approval of the Chief Executive.
5. It is the responsibility of each staff member to highlight any interest or involvement they may have with a charity, to colleagues.
6. In all circumstances the member of staff who has a personal interest in a charity or body related to a charity should withdraw from any discussion, action or decision in respect of that organisation in order to avoid any public perception that they would be influenced in their actions by the history of their relationship with the organisation.
7. If there is any uncertainty in respect of the materiality of the interest, the Chief Executive should be advised.

### **Using Information**

8. Personal knowledge about a charity gathered by staff prior to commencing employment with OSCR should not be used to initiate complaints about a charity or individual. If as a result of knowledge and better understanding gathered during a period of employment with OSCR, staff realise there is an issue with a charity, they should raise this with their manager, whilst bearing in mind the issues of confidentiality to previous employers and clients, balanced with OSCR's powers of inquiry and intervention.
9. On leaving OSCR, staff are encouraged to use their better knowledge of OSCR and of the sector for the benefit of other employers, clients or contacts. In accordance with the civil service code of conduct, staff must recognise the principles

of trust and confidentiality towards OSCR, charities and all stakeholders in any subsequent discussions.