



Conflicts of Interest Policy

1. A conflict of interest is any situation in which an individual's personal interests, or interests which they owe to another body, organisation, or company, and those of the BAPD arise simultaneously or appear to clash. It is inevitable that conflicts will arise and there is a need to manage any potential to profit from an individual's position in any of the committees or for them to be influenced by conflicting loyalties.
2. Such a conflict may arise in a situation when an employee, governor, or registered student is in a position to influence directly or indirectly, BAPD interests, research, comments, or other any decisions made by the BAPD in the process of its work in ways that could lead to gain for them, their family or others, or businesses they are involved with.
3. The need to declare and therefore manage any conflicts of interest applies not just within the not-for-profit sector. The Committee on Standards in Public Life, set up by the Government with the aim of ensuring the highest standards of propriety in public life, acknowledged the need to declare and manage conflicts of interest.
4. The conduct of committee members must therefore neither create the suspicion of any conflict between their position as a BAPD committee member and their own private interests. Additionally, the impression must not be given that they have been (or may have been) influenced by a benefit to create an advantage or disadvantage to any person or organisation.
5. It is important to remember that the impression of a bias or conflict would be sufficient for a fellow member to raise this as a concern, even if the member themselves did not feel it was a conflict.
6. Even the appearance of an unmanaged conflict of interest can damage an organisation's reputation, so conflicts need to be addressed or managed carefully. This policy is based on legislation, regulation and best practice in governance. The policy is intended to protect committee members/officers from accusations of bias as well as protect the reputation of the BAPD as a whole.
7. Members with unchanged interests must update their declarations of interest regularly (yearly) by reporting them using the spreadsheet available, and copied to the Executive Committee in writing. The Executive Committee shall make the

Register of Interests available as a public document for the benefit of the members of the Association.

8. Members must update their declarations of interest as soon as they take on a new role, position, directorship, or position within dentistry, and its related services in order that the declaration can be considered if necessary. Once updated the new Register of Interests will be made available as a public document for the benefit of the members of the Association.
9. There will be a regular item on the agenda for each meeting providing an opportunity for declarations of interest to be reported, and recorded in the minutes in addition to the Register of Interests.
10. Committees must discuss how any conflict of interest is going to be addressed or managed once it is declared, or arises during a meeting. Once the person with the conflict of interest has made the declaration (or who has been challenged as having a conflict) and has explained (or responded to) the nature of the conflict, they should withdraw from the meeting to allow the other members to discuss the implications. The usual options are for the individual's interest to be noted each time the item arises or, where there is a material interest, the individual should withdraw from the meeting and take no part in the discussion or decision. The decision on how the conflict will be managed must be recorded in the minutes.
11. Each committee, when presenting to the Steering committee, will discuss the management of any conflicts of interests and the outcomes.
12. Declarations of gifts or hospitality should be noted in the minutes, with a clear record that the declaration has been regarded as producing a conflict, and the appropriate management of the conflict, or agreement that the gift or hospitality does not entail a conflict of interest. If it is concluded that a gift or hospitality does not entail a conflict of interest, there shall be no need for this to be recorded in the Register of Interests beyond the record in the minutes.
13. Members of committees should be encouraged to challenge. A committee member should question whether a conflict of interest has arisen for another member if they become aware of this in some way and, if accepted as a conflict, its management should be considered in accordance with the policy.
14. Unmanaged conflicts of interest may place pressure on all those affected by this policy. They may feel uncomfortable voting against the interests of a fellow committee member; or, feel obliged to vote in favour of the committee member's interests if they are close friends or colleagues.
15. An unmanaged conflict of interest can affect the reputation of the organisation and those within it. The perception of unmanaged conflicts of interest could lead to doubts about the organisation's probity and transparency, and concerns of poor governance.
16. When considering whether a conflict of interest exists, all those affected by this policy should consider how the issue might be perceived by members or people outside of the organisation, especially if it were to be not declared and subsequently considered a conflict. In thinking about whether there is any conflict between decisions that they are making and their own personal interests, the common law test for bias is whether a fair-minded and informed

observer would have any reason to suspect that an individual's impartiality might be compromised.

17. When there is a conflict of interest, this may be mild, moderate, or significant. It is therefore important to declare all conflicts so that these can be discussed and assessed. The degree of conflict will determine the management of any situation in which this conflict might manifest itself.