

Leith Festival Association

Conflict of Interest Policy

Implemented	Written By	Approved by board
April 2025	Jai Adami	April 2025

Revisions

Review Date	Revisions	Reviewed by
11/03/2026	Formatting amended	Barbara Kerr

Introduction

All trustees of Leith Festival have a duty to act in the best interests of the organisation and our beneficiaries when making decisions. This policy protects the reputation of our organisation. It means people can trust board members of Leith Festival Association to make fair decisions.

As trustees we will avoid any conflicts of interest or loyalty (actual and perceived) between the interests of Leith Festival and our own personal, professional, and financial interests.

Examples of a conflict of interest include:

- A trustee who is employed by another organisation, competing for the same funding/contracts.
- A trustee who is related to a member of staff where a decision is being made about staff pay and conditions.
- A trustee who has a financial interest in a business that may do work or provide services for our organisation.
- A trustee who is also a service user where a decision is being made about increasing fees

New trustees

New trustees will declare any other interests in their initial application form.

Examples include:

- A current trustee or director of another charitable organisation.
- Current employer details
- Business interest in or ownership of another organisation
- Any direct relationship to an existing trustee or employee of Leith festival

Existing Trustees

Declaration of any possible conflicts of interest will be a standard agenda item at Board Meetings. The disclosure of a possible conflict of interest and the actions taken will be noted in the minutes and added to the Register of Interests Record by the Treasurer.

Trustees will identify and disclose any possible conflict of interest at the start of a meeting. The trustee will then withdraw from the discussion of the relevant agenda item, and may not be able to take part in the decision/vote, depending on the judgement of the other trustees (if quorate) present at the time.

Recording Conflicts of Interest

A Register of Interests Record will be maintained on a confidential basis by the Treasurer and will be reviewed and updated by the board of trustees on an annual basis

Note: Whilst the term trustee has been used in this document, other terms such as committee member, director, etc. also apply.