

Version 1 | Mahi Tuatahi

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Document Approver: Chief Executive

Document Owner: People and Culture Team Leader

Applies To | Ko Wai Whakahāngaitia

Committee Members

General Principles | Mātāpono Whānui

To provide a process for committee members to declare a conflict of interest.

Related Procedures or Processes and Documents | Pākanga Tukanga me Pukapuka

Kindergarten Taranaki Committee Handbook

Policy Review Cycle | Kaupapa Arotake Hurihanga

This policy will be reviewed every three years and in conjunction with reviews of the related procedures or processes and documents outlined above.

Policy

1. From time to time situations will arise when individual Committee members may have, or may be perceived to have, a personal stake in the proceedings. This can make decision-making more difficult, and may leave the Committees open to charges of impartiality.
2. Areas where there may be a conflict of interest are:
 - 2.1. Employment of personnel (including members of family/whānau)
 - 2.2. Sales of goods or services
 - 2.3. Tendering for contracts
 - 2.4. Salary discussions
 - 2.5. Members' membership of other organisations
3. A conflict of interest should be raised immediately it becomes apparent and may be identified by the person themselves or by the committee or group with whom the person is working.
4. Where ever possible if a perceived conflict is to arise at a meeting it will be discussed with the person before the meeting to avoid embarrassment. If there is a disagreement as to whether it is in fact a conflict of interest this should be recorded in the meeting minutes.
5. In the case of an agreed conflict of interest, the Committee member(s) should abstain from discussion or voting on the issue, or withdraw from the meeting (for the duration of the discussion).
6. Withdrawing from the meeting allows for:
 - The issue to be addressed in a frank and proper manner, and so the Board/Committee's decision can be demonstrably fair, and free from bias or personal interest or advantage
7. Each Committee member to carry out his or her duties without undue pressure.