

<b>Conflict of interest Record</b>	
<b>Post title</b>	
<b>Stage of the recruitment process</b>	
<b>Details of the conflict</b>	
<b>Name of person declaring the conflict</b>	
<b>Name of the candidate</b>	
<b>Nature of the conflict</b> <i>(How do you know this person and in what context? Please see the examples in the narrative below of possible conflicts, but note the list of examples is not exhaustive)</i>	
<b>To be completed by the Panel Chair:</b>	
<b>Measures taken to mitigate the conflict</b> <i>(include all measures put in place)</i>	
<b>Signature of Panel chair</b>	
<b>Date</b>	
This Record is to be retained with the recruitment record.	

**Notes:**

A conflict of interest can occur if a panel member has a relationship to a candidate or a vested interest in the recruitment outcome. In addition a candidate may have interests that conflict with the role under appointment. In either case a conflict of interest which is not declared may have an impact on the integrity of the appointment decision.

The Chair of the panel must ask the panel and all others involved in the appointments process to declare any conflicts of interest in advance of the interview. The Chair should then assess and record the impact of the relationship on the recruitment process and, if a conflict exists, what action is taken to mitigate the potential conflict.

Any indication of a conflict of interest relating to a candidate should be explored before an appointment is offered.

In relation to conflicts of interest, the examples below are not intended to be exhaustive and apply equally to Panel members and candidates:-

- Financial interests or share ownership of the panel member or applicant or close family member that might be in conflict with the scope of the role;
- A present or past business or personal association or relationship, whether of warmth or antipathy, with those affected or likely to be affected;
- An expectation of a future interest (for example, future employment);
- Candidates who are actively sought from within a field of expertise in which the public body works. Such a connection does not preclude an appointment, but it might well be perceived by the public as a conflict of interest and will need to be handled sensitively;
- Membership of societies. In some instances, such membership may be cited as creating an obvious conflict, but it must not be an automatic bar to appointment. It must be established whether there is a genuine conflict and whether it would hamper the individual in carrying out the requirements of the post.

This Code applies to conflicts of interest only where an independent third party might reasonably take the view that there is a real risk that the impartiality of the individual's judgement or course of action might be affected by the conflicting interest.

Such relationships should not automatically preclude involvement in a selection process or appointment, but care should be taken in a situation that might create an actual or perceived conflict of interest.

**Data Protection**

*The data collected on this form will only be used for the purpose of this appointment process. It will not be disclosed to any other "third party" unless required by statute or by obtaining express approval.*