

THE

# ALLIANCE

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## CONFLICT OF INTEREST POLICY

In accordance with its stated intention to involve lay people and members of the public in its affairs and its governance and to extend the transparency and demonstrate the fairness of its operations, the Alliance has created a Conflict of Interest Policy.

To address conflicts of interest or perceived conflicts of interest the Alliance has established a clear and set criteria which will be applied consistently by the Registrar;

In cases when the Registrar is unsure she will refer to the two Directors for assistance;

In accordance with its stated intention to involve lay people and members of the public in its affairs and its governance, and to extend the transparency and demonstrate the fairness of its operations, the Alliance has constituted an Ethics Committee.

If the complainant is not satisfied with the outcome they will be able to complain to the Lay Ethics Committee.

An Ethics Committee examines all conflict of interest issues and concerns raised about the Alliance itself, or its personnel

The Ethics Committee, consisting of three lay persons, will be convened to hear complaints against the Alliance itself, or its personnel. The Ethics Committee will also consider Conflicts of Interest, or potential Conflicts of Interest where they arise or are notified.

Concerns will be recorded by the Registrar on the date that they are raised

The Ethics Committee will be convened at the earliest availability of the Committee Members to examine such concerns.

The Ethics Committee is formed of three lay persons that have no association with the Alliance, and apart from the re-imburement of their paid expenses incurred in pursuit of their duties, they have no financial association or other interest in the Alliance.

The Ethics Committee will meet at the Alliance Office, Plas Eirias Business Centre, Abergele Road, Colwyn Bay, Conwy, LL29 8BF

The Registrar will circulate the date and time of the meeting, and will conduct the meeting to present the concern to the Members of the Committee and explain the reason for the meeting being convened.

The Registrar will then not enter into the ensuing debate except to give any background to the concern where relevant, or to offer guidance upon procedural matters.

The Registrar will take Minutes to record the proceeds of the meeting, and the determination and recommendations of the Committee, and will distribute copies of those Minutes to all Committee Members so that they can agree that the Minutes show a true and accurate record of their deliberations.

The recommendation of the Ethics Committee and the background to the concern will then be published on the register website so that the public is informed of the concern, and the outcome, and the process by which it has been resolved.

It is envisaged that the Ethics Committee would consider issues such as conflicts of interest or perceived conflicts of interest may arise from refusal of entry to Membership and entry onto the Accredited Register

As an additional assurance that the registration criteria are being applied fairly and consistently, the Alliance has determined that an independent audit of its membership protocols and registration processes are completed annually by the Professional Standards Authority for Health and Social Care.

The findings of the Ethics Committee will be entered by the Registrar into the Agenda of a Board Meeting so that the Directors can be informed and learn from the outcome. The Directors are pledged to accept the findings and recommendations of the Ethics Committee, and will seek to address the issue to prevent the conflict arising in the future.

Janet Hillam  
Managing Director & Registrar