

GUIDANCE NOTES FOR COMPLETION OF DECLARATION OF INTERESTS FORM

The Trust is required to maintain a register of the interests (including gifts & hospitality) of 'decision making' staff and to publish that register (including nil returns and non-compliance) annually on the Trust website.

The form needs to be completed, signed and submitted to your line manager for review. A copy must be submitted to the Corporate Governance team via the ConflictsofInterests email at the same time.

Decision making staff are defined as:

- All Board members
- All staff on Agenda for Change Band 8D and above/those on equivalent salary
- Consultants
- SAS doctors

A conflict of interests is defined as:

A set of circumstances by which a reasonable person would consider that an individual's ability to apply judgement or act, in the context of delivering, commissioning, or assuring taxpayer- funded health and care services is, or could be, impaired or influenced by another interest they hold.

How to complete the form:

Name and Role:

Insert your name and your position/role in relation to the organisation.

Description of Interest:

Please provide a description of the interest that is being declared. This should contain enough information to be meaningful; that is, the information provided should enable a reasonable person with no prior knowledge to be able to read and understand the nature of the interest including relevant parties, relevant time periods/frequency and other information.

Table of some example declarations (non-exhaustive)

Provide a brief description	Comments
	What have you done to mitigate/address this conflict?
Attended a seminar by Pharma company XX as a lecturer. They paid fees of **	I have declared my attendance to my manager and sought prior approval to attend. I prescribe according to NICE guidance.

I attended an educational seminar and a nutrition company provided lunch and travel costs	The value of the hospitality exceeds the GHFT limit for hospitality. Whilst the Trust uses the company's products I am not involved in any procurement decisions
I am a trustee of a local charity involved in the provision of maternity support	I have no direct involvement in Trust maternity services and declare this interest at the commencement of any relevant meeting
I have a private clinic at X provider weekly	My private clinics have no connection to my NHS practice and they are included in my job plan. I do not use NHS secretarial or other resources in respect of my private practice
My brother in law is Managing Director of a scaffolding company that bids for NHS contracts	I have made my manager aware of this and do not participate in any contractual discussions or decision making relating to the use of scaffolding.

Examples of potentially relevant interests include (non-exhaustive list):

- Clinical private practice (even where included within a job plan)
- Outside employment (ongoing remunerated position)
- Shareholdings and other ownership interests:
 - Where the shareholding/ownership has a bearing on your work for the Trust;
 - Where you hold the position of Director of a company
- Loyalty interests:
 - Where you or a close family member/associate hold a position of authority in an organisation which has a business relationship with the Trust, political or third-sectors roles with bearing on your role as a Trust employee.
- Sponsored events, research and sponsored roles.
- Hospitality/Gifts/Donations
- Intellectual property/ patents

Guidance as to types of interest:

Financial Interests – This is where an individual may get direct financial benefits from the consequences of a decision they are involved in making.

Non-financial Professional Interests – This is where an individual may obtain a non-financial professional benefit from the consequences of a decision they are involved in making, such as increasing their professional reputation or status or promoting their professional career.

Non-financial Personal Interests – This is where an individual may benefit personally in ways which are not directly linked to their professional career and do not give rise to a direct financial benefit, because of decisions they are involved in making in their professional career.

Indirect Interests – This is where an individual has a close association with another individual who has a financial interest, a non-financial professional interest or a non-financial person interest who would stand to benefit from a decision they are involved in making.

A benefit may arise from both a gain and an avoidance of a loss.

Relevant Dates:

Detail here when the interest arose and, if relevant, when it ceased.

Comments:

This field should detail any action taken to manage an actual or potential conflict of interest. It might also detail any approvals or permissions to adopt a certain course of action.