

**Clinical Commissioning Group
Governing Body
Paper Summary Sheet
Date of Meeting: 2 April 2013**

For: Decision Discussion Noting

Agenda item & title:	Register of Interests
Author:	Rob Hayday, Head of Project Management
Lead Director/GP lead:	David Noyes, Director of Planning Performance and Corporate Services
Executive summary – (what is proposed and intended impact) and recommendation:	<p>The CCG Constitution includes the values and principles of good governance of the organisation which include the adherence to the Nolan Principles of standards in public service.</p> <p>The Nolan Principles set out the ways in which holders of public office should behave in discharging their duties.</p> <p>The Standards of Business Conduct Policy included at Appendix M of the Constitution includes the requirement for members to declare their interests.</p> <p>Governing Body members have been sent copies of the Declaration of Interests form in March and are due to return completed forms ready for presentation of the Register of Interests to the Governing Body on 23 April.</p> <p>The Governing Body is asked to note the intention to present the Register of Interests at the Governing Body meeting on 23 April 2013 and reminds members to complete the attached form and return by 5 April 2013.</p>
Evidence in support of arguments:	The Model Constitution made available to support CCGs was used in the preparation of the Constitution.

Who has been involved/contributed:	PwC has supported the CCG with the development of its Constitution.
Cross Reference to Strategic Objectives:	The Constitution describes the values of the organisation and the principles of good governance.
Engagement & Involvement	None at present.
Communications Issues:	The Register of Interests will be publically available.
Financial Implications:	None identified.
Review arrangements:	The Register will be reviewed annually and will be publically available. Committee meetings will include the requirement for attendees to declare interests.
Risk Management:	The CCG is required to maintain and publish a Register of Interests by law.
National Policy / Legislation:	The CCG is required to maintain a Register of Interests and to make this publicly available under section 14O of the 2006 Act (as inserted by section 25 of the 2012 Act), of the interests of: <ul style="list-style-type: none"> • the members of the CCG • the members of its Governing Body • the members of its committees or sub-committees of its Governing Body; and • its employees
Equality & Diversity:	Please ensure that an EIA has been carried out for all submissions either by way of pre-screening or a full assessment if applicable. Refer to E&D pages on our website.
Other External Assessment	Consider issues such as Co-operation and Competition Panel, CQC where the PCT may be subject to external scrutiny.
Next Steps:	When Transition takes place, who owns this item?

Extract from the Standards of Business Conduct Policy included in the Constitution

'All CCG members are required to complete a Declaration of Interests proforma upon appointment to their position.

Where there are no interests to declare a nil return is required.

Any subsequent interests shall be declared once the potential conflict of interest arises. Individuals will be asked to review and update the register annually.

Other individuals should complete the form as soon as they identify a potential conflict of interest or if requested by the Chair and/or CCG Governance Manager.

The CCG Accountable Officer will be informed of any changes or new interests within 28 days.'

The Declaration of Interests form is attached below.

Please ensure that your completed form, in both electronic and hard copy, is returned to Diana Hargreaves, Board Administrator by Friday 5 April 2013.

Contact details are to be found on the form.

Rob Hayday
Head of Project Management
7.3.13

DECLARATION OF INTERESTS

Clinical Commissioning Group

Member and employee declaration form: financial and other interests

This form is required to be completed in accordance with the CCG Constitution.

Notes:

- Within 28 days of a relevant event, members and employees [others] need to register their financial and other interests;
- If any assistance is required in order to complete this form, then the member or employee should contact Diana Hargreaves, Board Administrator, Wiltshire CCG;
- The completed form should be sent by both email and signed hard copy to Diana Hargreaves, Board Administrator, Wiltshire CCG;
- Any changes to interests declared must also be registered within 28 days of the relevant event, or knowledge of a relevant event, by completing and submitting a new declaration form;
- The register will be a public document and published in the Annual Report;
- Members and employees completing this declaration form must provide sufficient detail of each interest so that a member of the public would be able to understand clearly the sort of financial or other interest the member or employee has and the circumstances in which a conflict of interest with the business or running of the CCG might arise;
- If in doubt as to whether a conflict of interest could arise, a declaration of the interests should be made.

Interests that must be declared:

1. Roles and responsibilities held within member practices;
2. Directorships, including non-executive directorships, held in a private company or PLC;
3. Ownership or part-ownership of private companies, businesses or consultancies likely or possibly seeking to do business with the CCG;
4. Shareholdings (more than 5%) of companies in the field of health and social care;
5. Positions of authority in an organisation (e.g. charity or voluntary organisation) in the field of health and social care;
6. Any connection with a voluntary or other organisation contracting for NHS services;
7. Research funding/grants that may be received by the individual or any organisation they have an interest or role in; and
8. Any other role or relationship which the public could perceive would impair or otherwise influence the individual's judgement or actions in their role within the CCG, whether such interests are those of the individual themselves or of a family member, close friend or other acquaintance of the individual.

Declaration of Interests

Name:		
Position within the CCG:		
Interests		
Type of Interest	Details	Personal interest or that of a family member, close friend or other acquaintance
Roles and responsibilities held within member practices		
Directorships, including non-executive Directorships, held in a private company or PLC		
Ownership or part-ownership of private companies, businesses or consultancies likely or possibly seeking to do business with the CCG		
Shareholdings (more than 5%) of companies in the field of health and social care		

Positions of authority in an organisation (e.g. charity or voluntary organisation) in the field of health and social care		
Any connection with a voluntary or other organisation contracting for NHS services		
Research funding/grants that may be received by the individual or any organisation they have an interest or role in		
Any other role or relationship which the public could perceive would impair or otherwise influence the individual's judgement or actions in their role within the CCG		

To the best of my knowledge and belief, the above information is complete and correct. I undertake to update as necessary the information provided and to review the accuracy of the information provided regularly and at least on an annual basis. I give my consent for the information to be used for the purposes described in the CCG's Constitution and published accordingly.

Signed:		Date:	
Name:		Title:	

Please complete and return this form electronically to: Diana.hargreaves@nhs.net
Please also print a copy, sign and return to: Diana Hargreaves, Board Administrator, Wiltshire Clinical Commissioning Group, Southgate House, Pans Lane, Devizes SN10 5EQ