

Clinical Commissioning Group Governing Body
Paper Summary Sheet
Date of Meeting: 25 March 2014

For: PUBLIC session PRIVATE Session

For: Decision Discussion Noting

Agenda Item and title:	GOV/14/03/19 Register of Interests
Author:	David Noyes, Director of Planning, Performance & Corporate Services
Lead Director/GP from CCG:	David Noyes, Director of Planning, Performance & Corporate Services
Executive summary:	<p>It is a requirement of the Standards of Business Conduct Policy that the CCG Governing Body receive the Register of Declarations of Interest at least three times a year. Individuals are required to declare interests on appointment and on an annual basis as part of the formal review process. Individuals are required to update their entry on the Register at any point where their interests change.</p> <p>The Governing Body is asked to note the current Register of Declarations of Interest.</p>
Evidence in support of arguments:	The Register is a requirement of the Standards of Business Conduct Policy.
Who has been involved/contributed:	All CCG Members are required to declare interests.
Cross Reference to Strategic Objectives:	The Register of Interests contributes to the governance arrangements of the CCG and supports all Strategic Objectives.
Engagement and Involvement:	The Register and the process around it are internal mechanisms and have had engagement from CCG staff.
Communications Issues:	The Register is treated as a public document and will be available for release under the FOI Act.
Financial Implications:	None.

Review arrangements:	The Register is reviewed by the CCG Governing Body at least three times a year.
Risk Management:	Declaration of members' interests supports governance arrangements, probity and transparency of decision making.
National Policy/ Legislation:	The Register is required as NHS national policy and good governance.
Equality & Diversity:	An EIA has not been undertaken as this document reports information required by the Standards of Business Conduct Policy.
Other External Assessment:	The Register may be scrutinised by Internal Audit as part of Governance audits.
What specific action re. the paper do you wish the Governing Body to take at the meeting?	The Governing Body is asked to note the contents of the Register and that a formal review process with staff will be undertaken in April 2014.

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