

BOARD OF DIRECTORS MEETING (Open)

Date: 13 November 2019

Item Ref:

12a

TITLE OF PAPER	Register of Interests and Register of Hospitality, Sponsorship & Gifts 2018/19
TO BE PRESENTED BY	Phillip Easthope, Interim Deputy Chief Executive
ACTION REQUIRED	The Board is to receive the register of interest and register of sponsorship, hospitality and gifts.

OUTCOME	The Committee will receive assurance that the registers are being maintained in accordance with the Managing Conflicts of Interest in the NHS policy.
TIMETABLE FOR DECISION	13 November 2019
LINKS TO OTHER KEY REPORTS / DECISIONS	Counter Fraud, Bribery & Corruption Policy Standing Orders, Reservation and Delegation of Powers and Standing Financial Instructions
STRATEGIC AIM: STRATEGIC OBJECTIVE: BAF RISK NUMBER: BAF RISK DESCRIPTION:	Quality & Safety Effective governance, quality assurance and improvement will underpin all we do A101iii Risk that governance systems are not sufficient embedded
LINKS TO NHS CONSTITUTION & OTHER RELEVANT FRAMEWORKS, RISK, OUTCOMES ETC	SHSC Constitution NHS Foundation Trust Code of Governance 7 Principles of Public Life
IMPLICATIONS FOR SERVICE DELIVERY & FINANCIAL IMPACT	The NHS as a public sector organisation must be impartial and honest in the conduct of its business and employees must be beyond suspicion. This Trust therefore adopts a transparent approach to all its activities in line with the Nolan principles, which are undertaken in line with the Trust's robust governance arrangements and according to its provider licence and constitution.
CONSIDERATION OF LEGAL ISSUES	It is a legal requirement for the Trust to have a publicly available register of interests.

Author of Report	Sam Stoddart
Designation	Deputy Board Secretary
Date of Report	November 2019

SUMMARY REPORT

Report to: BOARD OF DIRECTORS

Date: 13 November 2019

Subject: Register of Interests and Register of Sponsorship, Hospitality & Gifts

Author: Sam Stoddart, Deputy Board Secretary

1. Purpose

<i>For approval</i>	<i>For a collective decision</i>	<i>To report progress</i>	<i>To seek input from</i>	<i>For information</i>	<i>Other (Please state below)</i>
					For assurance

2. Summary

The Trust approved a revised policy on Managing Declarations of Interest in the NHS in November 2017 to reflect new national guidance from NHS England. It is stipulated in the policy that the register should be presented to the Audit Committee on an annual basis. In addition to this FIN 004 Procurement Policy provides guidance for managing conflicts of interest in relation to procurements.

2.1 Process

It is the responsibility of the Director of Corporate Governance (Board Secretary) to hold and manage the Register of Interests.

At the beginning of each year the Deputy Board Secretary, on behalf of the Board Secretary emails all directors of the staff groups required to submit annual declarations. The email details those staff groups required to make a declaration and a hyperlink to the policy. It also reminds staff of their responsibilities in relation to gifts and hospitality. Until declarations are received, reminders are sent.

There are intermittent articles in 'Connect' magazine reminding staff of the requirements for making declarations as well as further intermittent articles reminding staff of the rules for accepting and declaring gifts.

In addition to annual declarations, key decision making committees within the Trust require declarations of interest to be made at each meeting and administrators from Board committees are asked to forward any declarations so they can be added to the Register.

Finally, the Deputy Board Secretary liaises with the NHS Anti-Crime Specialist at 360 Assurance in relation to the National Fraud Initiative to ensure that any staff picked up via this scheme have made appropriate declarations.

All these actions have taken place in 2018/19 and 2019/20.

2.2 Assurance

The Audit & Risk Committee received a paper regarding the Register of Interests at its meeting of 15 October 2019. They were assured by the paper that due process has been and continues to be followed. It can be confirmed that should a board member or governor leave in-year, this is recorded on the register which is published on the Trust's website.

3. Next Steps

The Register of interests continues to be maintained and updated in line with the requirements of the Managing Conflicts of Interest in the NHS Policy and the 2019/20 Register will be presented to the Audit & Risk Committee along with the receipt of other year-end documentation.

4. Required Actions

The Board is asked to receive assurance from the Audit and Risk Committee that due process is being followed.

5. Monitoring Arrangements

It is the responsibility of the Director of Corporate Governance (Board Secretary) to ensure the Trust holds Registers of Interest in line with the requirements set out in the Trust's Constitution and the NHS Foundation Trust Code of Governance.

6. Contact Details

Phillip Easthope, Interim Deputy Chief Executive