

Declarations of Interest Form Guide

Why do I need to fill out this form?

To deliver high quality and innovative care we need to work collaboratively with each other, local authorities, industry and other partners. Partnership working brings many benefits, but also creates the risk of conflicts of interest. Decisions should never be influenced by outside interests or expectation of private gain. Sometimes conflicts of interest are unavoidable and so it is important that staff who can influence decisions to openly declare any outside interests they may have. Having interests is not in itself a negative, but not declaring and managing them is.

Further detail can be found in our Managing Conflicts of Interest Policy.

All decision making staff (which includes all staff who are AfC band 8a and above, or equivalent, consultants and those involved in purchasing goods and medicines) are required to provide an annual declaration even if you do not have any interests to declare.

We publish a register of interests of our decision making staff.

Please read the guidance below and complete the online declaration form by clicking the link. You can open it on a range of devices (including your mobile phone).

<https://forms.office.com/r/BhUeUiBSVG>

What is a conflict of interest?

A conflict of interest is: "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."

A conflict of interest may be:

- Actual – there is a material conflict between one or more interests.
- Potential – there is the possibility of a material conflict between one or more interests in the future.

Different types of conflict of interest

Financial interests - where an individual may get direct financial benefit from the consequences of a decision they are involved in making.

Non-financial professional interests - where an individual may obtain a benefit from the consequences of a decision they are involved in making, such as increasing their professional reputation or promoting their professional career.

Non-financial personal interests - where an individual may benefit from a decision the Trust makes in ways which are not directly linked to their professional career and do not give rise to a direct financial benefit.

Indirect interests - where an individual has a close association with another individual who has a financial interest, a non-financial professional interest or a non-financial personal interest and who could stand to benefit from a decision they are involved in making.

What would I write for 'Description of Interest'?

Enough information to be meaningful i.e should enable a reasonable person with no prior knowledge to understand the nature of the interest.

Examples of 'Descriptions of Interest':

Examples of interests you should declare:

- A director or senior employee in another organisation which is doing, or is likely to do business with NHS organisations.
- Any decision-making role in advisory groups or other forums, whether paid or unpaid, that can influence how the Trust spends money.
- Outside employment or private practice.
- A shareholder, partner or owner of an organisation which is doing, or likely to do business with the NHS.
- Any patents or intellectual property rights that could be used by the Trust.
- Member of a voluntary sector board or holding position of authority.
- Sponsorship of research by external bodies.
- Gifts.
- Hospitality.
- Donations.

What should I write for the dates 'relevant from' and 'until'?

Write the date that the interest arose and, if relevant, when it ceased.

What should I write in the 'comments' section?

Where you have an interest to declare, you must first discuss this with your line manager or the person you are working for and agree whether any management actions are required. You should include specific actions agreed with your line manager and include their name, date of discussion and include summary of agreed management action.

What if my circumstances change?

You should identify and declare material interests at the earliest opportunity (and in any event within 28 days). If you are in any doubt as to whether an interest is material then you should declare it. Declarations should be made:

- On appointment with the organisation.
- If you move to a new role or your responsibilities change significantly.
- At the beginning of a new project/piece of work.

As soon as new interests arise.

I'm not sure if I need to declare something...

If you're not sure whether an interest is material, then you should declare it anyway so that this can be considered. If you have any queries about what is being asked of you, or are having trouble completing the declarations of interest form, speak with your line manager and then contact the corporate governance team:

ccf-tr.corporategovernance@nhs.net