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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



Meeting Date	19 May 2022		Agenda Item	9.2
Report Title	Declarations of Interest, Gifts and Hospitality Register			
Report Author	Claire Mulcahy, Corporate Governance Manager			
Report Sponsor	Hazel Lloyd, Acting Director of Corporate Governance			
Presented by	Hazel Lloyd, Acting Director of Corporate Governance			
Freedom of Information	Open			
Purpose of the Report	The purpose of this report is to present the declarations of interest register for 2021/22 and the entries into the gifts and hospitality register for the period April 2021 to March 2022.			
Key Issues	<p>A summary of board members' current interests for 2021-22 is at appendix 1.</p> <p>Entries included on the hospitality register during the last twelve months have been included as appendix 2.</p>			
Specific Action Required <i>(please choose one only)</i>	Information	Discussion	Assurance	Approval
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Recommendations	<p>Members are asked to:</p> <ul style="list-style-type: none"> - NOTE the declarations of interest register; - NOTE the gifts and hospitality register; - NOTE the report. 			

DECLARATIONS OF INTEREST AND GIFTS AND HOSPITALITY REGISTER

1. INTRODUCTION

The purpose of the report is to provide the Audit Committee with an update in relation to declarations of interest for 2021-22 and the hospitality register for the period April 2021 – March 2022.

2. BACKGROUND

2.1 Declarations of Interest

The Health Board's Standards of Business Conduct Policy requires members of the Board to declare any personal, business or financial interests that may bear on the discharge of their duties as Members of the Health Board.

Each member is required to declare interests on appointment, and subsequently each year, or at any point if their personal position changes during the year. Members are specifically asked at the commencement of all public and confidential Board meetings as well as meetings of Board sub-committees to declare any interests deriving from the agenda of that meeting.

Declared interests are retained for public scrutiny and published in the Corporate Governance Report.

The current Health Board Policy specifies the mechanism designed to ensure that all relevant and material interests, as well as gifts, hospitality and sponsorship are appropriately declared, recorded and monitored.

All employees, including those on honorary contracts will ensure that they:

- Understand and abide by this policy consulting their line manager if they require clarification;
- Are not in a position where their private interests and NHS duties may conflict;
- Declare to the health board for recording in the register of interests any relevant interests at the commencement of employment, whenever a new interest arises, and if asked to do so at periodic intervals by the health board.

To observe good governance, declarations of interest are reported to the Audit Committee on an annual basis.

2.2 Gifts and Hospitality

The Standards of Business Conduct Policy outlines the process by which hospitality can be accepted by staff, and include agreed 'hospitality principles'. Any offers, whether accepted or declined, have to be declared to the Director of Corporate Governance and logged on the hospitality register.

Hospitality is where there is an offer of food, drinks, accommodation, entertainment or entry into an event or function by a third party, regardless of whether provided during or outside normal working hours, for example, cheque presentations in respect of

fundraising events. Employees in contact with contractors should be particularly mindful of accepting any hospitality that might later be misconstrued as impacting on strict independence and impartiality. Any acceptance of hospitality needs to be justified and scrutinised by the Audit Committee to ensure that there is no risk to the organisation.

The hospitality register is received by the committee twice a year for information.

3. GOVERNANCE AND RISK ISSUES

3.1 Declarations of Interest

The health board's standing orders state all board members must declare any personal, business or financial interest which may affect their role. Interests of close family should also be declared.

Board members should declare any interests at the time they are appointed and any additions or changes as they arise. At the start of each financial year, board members are asked to renew their declarations by the corporate governance team.

A summary of board members' current interests for 2021-22 is at **appendix 1**.

Staff Interests

The health board's standing orders also state that all staff should declare if they or a close relative or associate has a controlling or financial interest in a business which could impact on the health board. In addition, they must declare all private interests which could potentially result in personal gain thanks to their job.

Members of the delivery units' triumvirates are sent declaration forms for completion at the start of each financial year as well as quarterly reminders to share with staff to declare interests and hospitality.

All declarations are logged on the register held by the Director of Corporate Governance which is available on request.

'High Risk' Staff Groups

Arrangements are in place to prompt to specific groups of employees to complete declaration of interest forms particularly those staff specified in 'high risk' areas such as; *Capital Planning, Estates, Pharmacy and Procurement*. This includes any 'nil returns'. A table of submissions received is logged on the declarations of interest register held by the Director of Corporate Governance which is available on request.

Hosted Agencies

The health board currently hosts two organisations; Welsh Government's Delivery Unit and the Emergency Medical Retrieval and Transfer Service (EMRTS) for which the health board requires declarations of interest from its directors and senior managers. All those received are logged on the declarations of interest register held by the Director of Corporate Governance which is available on request.

3.2 Gifts and Hospitality

Entries included on the gifts and hospitality register during the last twelve months have been included as **appendix 2**.

Donations received by Fundraising

During the pandemic, a number of gifts/donations were donated to the health board for all staff. These were accepted by the fundraising team as charitable donations and allocated to staff accordingly. For completeness, these donations have been logged onto the health board gifts and hospitality register but a formal process for registering these types of donations will be considered on the next review of the Standards of Business Conduct Policy.

3.3 Further Developments

Work has been underway to develop an electronic declaration of interests form and this is in the process of being finalised with a view to being tested by a small group of board members before it is launched in the new financial year.

4 FINANCIAL IMPLICATIONS

There are no financial implications for the Audit Committee to consider.

5 RECOMMENDATION

Members are asked to:

- **NOTE** the declarations of interest register;
- **NOTE** the gifts and hospitality register;
- **NOTE** the report.

Governance and Assurance		
Link to Enabling Objectives (please choose)	Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities	
	Partnerships for Improving Health and Wellbeing	<input type="checkbox"/>
	Co-Production and Health Literacy	<input type="checkbox"/>
	Digitally Enabled Health and Wellbeing	<input type="checkbox"/>
	Deliver better care through excellent health and care services achieving the outcomes that matter most to people	
	Best Value Outcomes and High Quality Care	<input type="checkbox"/>
	Partnerships for Care	<input type="checkbox"/>
	Excellent Staff	<input type="checkbox"/>
	Digitally Enabled Care	<input type="checkbox"/>
	Outstanding Research, Innovation, Education and Learning	<input type="checkbox"/>
Health and Care Standards		
(please choose)	Staying Healthy	<input type="checkbox"/>
	Safe Care	<input type="checkbox"/>
	Effective Care	<input type="checkbox"/>
	Dignified Care	<input type="checkbox"/>
	Timely Care	<input type="checkbox"/>

	Individual Care	<input type="checkbox"/>
	Staff and Resources	<input checked="" type="checkbox"/>
Quality, Safety and Patient Experience		
Ensuring good governance is critical part of providing good quality, safety and patient experience. Ensuring that the health board is open and transparent in providing information is a key factor in the quality, safety and experience of patients receiving care.		
Financial Implications		
No financial implications for the committee to be aware of.		
Legal Implications (including equality and diversity assessment)		
No implications for the committee to be aware of.		
Staffing Implications		
No staffing implications for the committee to be aware of.		
Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)		
No implications for the committee to be aware of.		
Report History	Declarations of interest are reported to the committee on an annual basis.	
Appendices	Appendix 1 – the declarations of interest register Appendix 2 – gifts and hospitality register	