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Bwrdd Iechyd Prifysgol
Bae Abertawe
Swansea Bay University
Health Board



Meeting Date	12 November 2020	Agenda Item	2.6
Report Title	Standards of Business Conduct Policy (Incorporating Declarations of Interest, Gifts and Hospitality and Sponsorship)		
Report Author	Claire Mulcahy, Corporate Governance Manager		
Report Sponsor	Pam Wenger , Director of Corporate Governance		
Presented by	Pam Wenger , Director of Corporate Governance		
Freedom of Information	Open		
Purpose of the Report	The purpose of this report is to present some minor amendments to the SBUHB's Standards of Business Conduct Policy. Approval is sought from the Audit Committee and the final document will circulated to Senior Leadership Team for information and implementation.		
Key Issues	Following further review, the Policy has been updated in the following areas; <ul style="list-style-type: none"> - Honoraria/Miscellaneous payments - Gifts and Hospitality. 		
Specific Action Required <i>(please choose one only)</i>	Information	Discussion	Assurance
	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Recommendations	Members are asked to: <ul style="list-style-type: none"> - APPROVE the proposed amendments to the Standards of business conduct for implementation; - NOTE the report. 		

STANDARDS OF BUSINESS CONDUCT POLICY

1. INTRODUCTION

The Audit Committee is asked to consider minor amendments made to the Standards of Business Conduct Policy.

2. BACKGROUND

The purpose of the Policy is to ensure that arrangements are in place to support Employees and Independent Members to act in a manner that upholds the Standards of Business Conduct as well as setting out specific arrangements for the appropriate Declarations of Interest and acceptance/refusal and record of Offers of Gifts, Hospitality or Sponsorship.

The Board expects all Employees and Independent Members to practice high standards of corporate and personal conduct, based on the recognition that the needs of patients must come first.

The policy emphasises the commitment of SBUHB to ensure that it operates to the highest standards, the roles and responsibilities of those employed by SBUHB and the arrangements for ensuring that declarations are made.

3. GOVERNANCE AND RISK ISSUES

Following review, the policy has been further strengthened in the following areas;

3.1 Summary of Changes

- Section 9.16 Honoraria/Miscellaneous payments

Current HM Revenue and Customs guidance states that fees earned by individuals must not be directly allocated to an NHS charitable funds, instead if the fee earner wishes to make a charitable donation the following process should be followed;

1. The monetary donation is made directly to the charity of the individual's choice at any time during the current tax year
2. If the donor is a higher rate tax payer, at the end of the tax year the donor should declare the total amounts paid over to all charities on his/her self-assessment tax return under the section on 'charitable giving'. The actual total amounts paid in that tax year should be entered so that the correct amount of tax relief can be calculated by HM Revenue and Customs.
3. Alternately, if the donor is not a higher rate tax payer but a basic rate taxpayer, there is no need to show charitable payments on tax returns, as basic rate tax relief is automatically given to the charity (rather than the taxpayer) under the Gift Aid scheme.

The policy has been updated in line with the guidance.

- The acceptance of gifts and gifts Cards/Vouchers

The policy has been reviewed in terms consistency throughout for the acceptance of gifts and gift card/vouchers.

To confirm, the value of acceptance of gift/cards vouchers has been amended from £25 to £0. Gift cards/vouchers must be declined and reported via gifts form.

A gift to the value of £25 can be accept at manager's discretion but needs to be reported via gifts form. If a gift is higher in value than £25, it should be politely declined and reported via a gifts form.

3.2 Further Developments

- Electronic Declarations of Interest and Hospitality Registers

A priority for the Director of Corporate Governance is the implementation of an electronic register for both DOI's and Gifts and Hospitality.

Work is underway with colleagues in Betsi Cadwaladr University Health Board to procure and utilise the electronic system which they have in place. A demo presentation was recently provided to All Wales Board Secretaries and the health board is in the process of establishing the cost commitment of utilising both their system and the use of their IT support for the system.

4. FINANCIAL IMPLICATIONS

There are no financial implications.

5. RECOMMENDATION

The Audit Committee is asked to:

- **APPROVE** the proposed amendments to the Standards of Business Conduct for implementation.
- **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 checked="" 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 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.		
Legal Implications (including equality and diversity assessment)		
No direct legal implications in considering the report.		
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	<ul style="list-style-type: none"> - Audit Committee - March 2020 - Senior Leadership Meeting – July 2020 - Audit Committee – September 2020 	
Appendices	Appendix 1 – Standards of Business Conduct Policy	