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CYMRU  
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WALES

Bwrdd Iechyd Prifysgol  
Bae Abertawe  
Swansea Bay University  
Health Board



<b>Meeting Date</b>	<b>10 September 2020</b>	<b>Agenda Item</b>	<b>2.4</b>
<b>Report Title</b>	<b>Standards of Business Conduct Policy (Incorporating Declarations of Interest, Gifts and Hospitality and Sponsorship)</b>		
<b>Report Author</b>	Claire Mulcahy, Corporate Governance Manager		
<b>Report Sponsor</b>	Pam Wenger , Director of Corporate Governance		
<b>Presented by</b>	Pam Wenger , Director of Corporate Governance		
<b>Freedom of Information</b>	Open		
<b>Purpose of the Report</b>	<p>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.</p> <p>The committee are also asked to note the declarations of interest register and gifts and hospitality register.</p>		
<b>Key Issues</b>	<p>Following further review, the Policy has been strengthened in the following areas;</p> <ul style="list-style-type: none"> <li>- Declarations of Interest;</li> <li>- Gifts and Hospitality.</li> </ul>		
<b>Specific Action Required (please choose one only)</b>	<b>Information</b>	<b>Discussion</b>	<b>Assurance</b>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Recommendations</b>	<p>Members are asked to:</p> <ul style="list-style-type: none"> <li>- <b>APPROVE</b> the proposed amendments to the Standards of business conduct for implementation;</li> <li>- <b>NOTE</b> the declarations of interest register;</li> <li>- <b>NOTE</b> the gifts and hospitality register;</li> <li>- <b>NOTE</b> the report.</li> </ul>		

# STANDARDS OF BUSINESS CONDUCT POLICY

## 1. INTRODUCTION

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

The committee is also asked to note the declaration of interest and hospitality register.

## 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; Gifts and Hospitality and Declarations of Interest.

### 3.1 Summary of Changes

- Declaration of Interest Form

Within the policy, the Declaration of Interest form (**appendix 2**) has been updated to include a section on mitigating actions under each of the interest categories. Employees and Independent Members are required to advise what they are doing to avoid a conflict of interest.

Section (j) Review - has also been included and this provides further assurance that forms have been reviewed and countersigned by the Head of Corporate Governance.

- Gifts and Hospitality

As the health board received a high volume of gifts during the pandemic, the guidance for accepting gifts (**appendix 3i**) has been updated in order to provide clarity on the process.

There are now two separate declaration forms for Gifts and Hospitality (**appendix 3ii and appendix 3iii**).

### 3.2 Further Developments

- Declarations of Interest Register

The Declarations of Interest Register has also been strengthened to provide more information including the name and the authorising managers and also the reviewer within the corporate governance team.

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 digital colleagues to establish the best way of doing this in readiness for 2021-22.

The audit committee is required to review both these registers on annual basis and these are attached as appendix 2 and appendix 3. Due to the personal nature of the declarations of interest and the fact that Audit Committee papers are available on the health board's website, this appendix is limited to the section for board members as these will be published in the public domain as part of the annual accounts. The other sections of the register are available on request.

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

Governance and Assurance		
Link to Enabling Objectives (please choose)	<b>Supporting better health and wellbeing by actively promoting and empowering people to live well in resilient communities</b>	
	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"/>
	<b>Deliver better care through excellent health and care services achieving the outcomes that matter most to people</b>	
	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"/>
<b>Quality, Safety and Patient Experience</b>		
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.		
<b>Financial Implications</b>		
No financial implications.		
<b>Legal Implications (including equality and diversity assessment)</b>		
No direct legal implications in considering the report.		
<b>Staffing Implications</b>		
No staffing implications for the committee to be aware of.		
<b>Long Term Implications (including the impact of the Well-being of Future Generations (Wales) Act 2015)</b>		
No implications for the committee to be aware of.		
<b>Report History</b>	<ul style="list-style-type: none"> <li>- Audit Committee - March 2020</li> <li>- Senior Leadership Meeting – July 2020</li> </ul>	
<b>Appendices</b>	<p><b>Appendix 1</b> – Standards of Business Conduct Policy  <b>Appendix 2</b>– Declarations of Interest register  <b>Appendix 3</b>– Gifts and Hospitality register.</p>	