

## Appendix B – Declarations of Interest Form

### Declaration of Interest form (for ICB Board members, Employees/Bank/Agency Staff/Contractors, GPs and members of ICB Committee/Sub-Committees/Groups)

To be completed and signed even if a 'Nil' Return

<b>Name:</b>		<b>Email Address:</b>	
		<b>Tel No:</b>	
<b>Position within, or relationship with, the ICB</b>			
<b>Name &amp; Position of Head of Service/Senior ICB Manager:</b> (who will sign-off form where an interest is declared)			
Please list below details of actual or potential interests held by you, or state 'Nil' if there are no interests that need to be declared. Interests declared by those staff considered to be 'decision-makers', as defined within the ICB's Management of Conflicts of Interest Policy, will be included within the publicly available Register of Interests posted on the ICB website unless an objection to publication is received (see below).			

Declared Interest (Name of the Organisation and nature of business)	Type of Interest (see guidance notes below – please mark 'X')			Is the interest direct or indirect? (see guidance notes below)	Nature of Interest	Date of Interest		Action taken to mitigate risk Action to be agreed with Head of Service (with support from ICB Governance Lead if required) who must sign p2 of this form
	Financial Interest	Personal Interest	Professional Interest			From	To (Insert end date if interest is time limited. Advise ICB Gov Lead when interest ceases)	

**NB: The names of individuals who make a ‘Nil’ declaration will not be included in the publicly available register of interests (except where they are Board members).**

**Fair Processing Statement**

This information submitted will be held by the ICB for the reasons specified on this form and to comply with the NHS Act 2006 (section 14O(1)), the ICB’s Constitution and the ICB’s policies. This information may be held in both manual and electronic form, in accordance with the Data Protection Act 2018. The information will be held securely by the ICB, but, as per the NHS Act 2006 (section 14O(2)), will be made available to the public on request and, as per NHSE/I mandatory guidance on managing conflicts of interest, in the case of Governing Body members and other staff/individuals who have declared an interest, published on the ICB website.

**Declaration**

I confirm the information provided above is complete and correct. I acknowledge that any changes in this declaration must be notified to the ICB as soon as practicable and no later than 28 days after the interest arises. I am aware that if I do not make full, accurate and timely declarations then I may be committing an offence under the Fraud Act 2006, which may result in civil, criminal, and / or internal disciplinary investigation and action, including prosecution.

I do / do not [delete as applicable] object to my name and details of declared interests being published on registers that the ICB holds.

*If you are raising an objection, please give reasons and a decision will be made by the ICB’s Conflict of Interests Guardian whether to redact this information from the publicly available register(s).*

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**(Individual making the declaration of interest(s))**

**‘Nil’ declarations do not need to be signed-off by the Head of Service/Senior ICB Manager. Where one or more interests have been declared, individuals must discuss and agree how these interests will be managed with their Head of Service/Senior ICB Manager, who must then sign this form before submission to the ICB Governance Lead.** Agreed action taken to mitigate the risk must be recorded in the last column of the table on the first page of this form. Declarations from non-ICB employees, will be signed-off by the ICB Governance Lead.

**Signed:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_  
**(Head of Service/Senior ICB Manager)**  
Please return to: [Corporate Governance Team](mailto:mseicb-thu.icbgovernanceteam@nhs.net) (mseicb-thu.icbgovernanceteam@nhs.net)

## DEFINITION OF AN INTEREST

A conflict of interest may be “actual” or “potential”.

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

It should be noted that a benefit may arise from the making of a gain or the avoidance of a loss. Interests fall into four categories as set out in the table below (not exhaustive). It is also important to avoid any ‘**perception**’ that a conflict of interest has occurred. Therefore, if you have any doubt as to whether an interest should be declared, please seek advice from the ICB Governance Lead.

Interest	Description
<b>Direct Financial Interests</b>	<p>This is where an individual may get direct financial benefits from the consequences of a commissioning decision. This could, for example, include being:</p> <ul style="list-style-type: none"> <li>• A director, including a non-executive director, or senior employee in a private company or public limited company or other organisation which is doing, or which is likely, or possibly seeking to do, business with health or social care organisations. This includes involvement with a potential provider of a new care model.</li> <li>• A shareholder (or similar owner interests), a partner or owner of a private or not-for-profit company, business, partnership or consultancy which is doing, or which is likely, or possibly seeking to do, business with health or social care organisations.</li> <li>• A management consultant for a provider;</li> <li>• A provider of clinical private practice;</li> <li>• Employment outside of the ICB;</li> <li>• In receipt of secondary income;</li> <li>• In receipt of a grant from a provider;</li> <li>• In receipt of any payments (for example honoraria, one off payments, day allowances or travel or subsistence) from a provider</li> <li>• In receipt of research funding, including grants that may be received by the individual or any organisation in which they have an interest or role; and</li> <li>• Having a pension that is funded by a provider (where the value of this might be affected by the success or failure of the provider).</li> </ul>
<b>Direct Non-Financial</b>	<p>This is where an individual may obtain a non-financial professional benefit from the consequences of a commissioning decision, such as increasing their professional reputation or status or promoting their professional career. This may, for example, include situations where the individual is:</p> <ul style="list-style-type: none"> <li>• An advocate for a particular group of patients;</li> </ul>

Interest	Description
<b>Professional Interests</b>	<ul style="list-style-type: none"> <li>● A GP or other clinician with special interests e.g., in dermatology, ophthalmology, acupuncture etc.</li> <li>● An active member of a particular specialist professional body (although routine GP membership of the Royal College of General Practitioners RCGP, British Medical Association (BMA) or a medical defence organisation would not usually by itself amount to an interest which needed to be declared);</li> <li>● An advisor for Care Quality Commission (CQC) or National Institute for Health and Care Excellence (NICE);</li> <li>● Engaged in a research role (including sponsored research).</li> <li>● The development and holding of patents and other intellectual property rights which allow staff to protect something that they create, preventing unauthorised use of products or the copying of protected ideas; or</li> <li>● GPs and practice managers or other practice staff who are members of the ICB governing body or committees of the ICB, should declare details of their roles and responsibilities held within their GP practices.</li> </ul>
<b>Direct Non-Financial Personal Interests</b>	<p>This is where an individual may benefit (a benefit may arise from the making of gain or avoiding loss) personally in ways which are not directly linked to their professional career and do not give rise to a direct financial benefit. This could include, for example, where the individual is:</p> <ul style="list-style-type: none"> <li>● A voluntary sector champion for a provider;</li> <li>● A volunteer for a provider;</li> <li>● A member of a voluntary sector board or has any other position of authority in or connection with a voluntary sector organisation;</li> <li>● Suffering from a particular condition requiring individually funded treatment;</li> <li>● A member of a lobby or pressure groups with an interest in health and care.</li> </ul>
<b>Indirect Interests</b>	<p>This is where an individual has a close association with an individual who has a financial interest, a non-financial professional interest or a non-financial personal interest in a commissioning decision (as those categories are described above). For example, this would include:</p> <p>Spouse / partner  Close family member or relative e.g., parent, grandparent, child, grandchild or sibling, aunt/uncle/niece nephew etc.  Close friend or associate; or  Business partner.</p> <p>Whether an interest held by another person gives rise to a conflict of interest will depend upon the nature of the relationship between that person and the individual and the role of the individual within the ICB.</p>