

Trust Board meeting: Thursday 1 March 2012  
 TB2012.22

<b>Title</b>	<b>Declarations and Register of Interests</b>
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<b>Status</b>	A paper for noting by the Board providing the declarations of interests for Board members (to be published in the Annual Report) and detailing returns from the divisions, the directorates and staff groups across the Trust.
<b>History</b>	This is an annual report to the Board

<b>Board Lead(s)</b>	Sir Jonathan Michael, Chief Executive			
<b>Key purpose</b>	Strategy	Assurance	Policy	Performance

## Summary

The Trust's Standing Orders require members of the Board to declare any personal interests that bear on their discharge of public duties as Directors of the Trust.

The declarations of Board members for the year 2011/12 are attached for noting. These will be included in the Annual Report. The Board is also asked to note the continued compliance of all members with the NHS Codes of Conduct and Accountability.

In addition, the paper outlines the arrangements for collection and collation of the declarations of interests, gifts, hospitality and sponsorship from across the Trust and the returns for 2011/2012.

## Declarations and Register of Interests

1. The Trust's Standing Orders require members of the Board to declare any personal interests that bear on their discharge of public duties as Directors of the Trust. This is achieved individually by requiring Board members to declare interests on appointment, and subsequently each year, or ad hoc if their personal position changes during the year. Declared interests are retained for public scrutiny and published in the Annual Report.
2. Moreover, the opportunity is offered at the start of each meeting of the Board, and of its Committees, to declare any interests deriving from the agenda of that meeting.
3. Relevant and material interests are depicted as:
  - a) Directorships, including Non-executive Directorships held in private companies or PLCs (with the exception of those of dormant companies);
  - b) Ownership or part-ownership of private companies, businesses or consultancies likely or possibly seeking to do business with the NHS;
  - c) Majority or controlling share holdings in organisations likely or possibly seeking to do business with the NHS;
  - d) A position of Authority in a charity or voluntary organisation in the field of health and social care;
  - e) Any connection with a voluntary or other organisation contracting for NHS services;
  - f) Research funding/grants that may be received by an individual or their department;
  - g) Interests in pooled funds that are under separate management.
4. Members of the Board have also declared their continued personal compliance with the NHS Codes of Conduct and Accountability. Board members also declare in relation to gifts and hospitality as required and any returns are included in the register.
5. The Trust has a policy on declarations of gifts, hospitality, consultancies, sponsorship, and support for travel, education and training. Particular attention has been paid to declarations from consultants (including honorary consultants) Divisional Teams, corporate Directors teams and Senior Managers.
6. The number of returns from consultants for the current year has fallen. However follow up requests have been made at regular intervals during January and February, and returns continue to be received. Work to get completed returns from all relevant staff will continue to the end of March.
7. Two declaration forms have been used covering the declarations of interests (which includes the requirement for nil returns) and the declarations of gifts, hospitality, consultancies, sponsorship, and support for travel, education and training. Following review by the Audit Commission last year declarations forms are now included in information packs for new starters, including consultants.

8. These forms are retained in the formal register which is available for public inspection.
9. The submissions are outlined in the table below: the numbers include nil declarations and, in the case of gifts, hospitality, sponsorship etc. forms that include more than one declaration and forms from individuals that contain a single declaration.

The Board	Divisional Directors, Clinical Directors, General Managers and Divisional Nurses <sup>1</sup>	Consultants <sup>1</sup>	Other staff (to include as a minimum B8a and above) <sup>1</sup>
Complete (see Appendix 1)	Interests - 32 (29 <sup>2</sup> ) Gifts, hospitality, sponsorship - 41 (29)	Interests - 122 (208) Gifts, hospitality, sponsorship - 142 (181)	Interests - 74 (101) Gifts, hospitality, sponsorship - 99 (41)

### Conclusions

10. Progress has been made during the latter part of the year to raise awareness of the governance requirements with respect to declarations of interests and gifts and associated matters, and to date, although the returns from the Divisions and corporate directorates have increased, returns from the consultant body and other staff have decreased. The Divisions and Corporate Directorates will be asked to remind staff within their areas of the requirement to declare each year and it is intended that the returns will be increased by the year end.
11. The Audit Commission have been engaged in this work and will be reviewing the position as part of the Annual Accounts process. In addition, the Director of Finance and the Chief Executive will be asked to review any declarations that may be related party transactions.

### Recommendations

12. The Board is asked to:
- 12.1. Note the declaration of interests for the Board members – this will be included in the Annual Report;
  - 12.2. Note the current position with regard to declarations received from staff across the Trust.
  - 12.3. Note that further work will be undertaken by Divisional and Corporate Directors will be undertaken to improve the submission of completed declarations before the end of March.

**Sir Jonathan Michael, Chief Executive**  
February 2012

<sup>1</sup> Additional returns continuing to be received and an update will be provided at the meeting

<sup>2</sup> Returns for 2010/2011

Board member	a	b	c	d	e	f	g
Dame Fiona Caldicott Chairman	Non-executive Director and Company Secretary Water 1802 Ltd	None	None	None	None	None	None
Professor Sir John Bell, Regius Professor of Medicine NED	NED Director Roche AG, Genentech and Oxagen	None	None	Trustee, Rhodes Trust and Ewelme Almshouse Charity UK Life Sciences Champion (Department of Health)	Chairman, Office for Strategic Coordination of Health Research, Department of Health Genome Strategy Group, and Oxford Health Alliance	None	None
Professor Edward Baker, Medical Director	None	None	None	None	None	None	None
Mr Paul Brennan Director of Clinical Services Associate Board Member	None	None	None	None	None	None	None
Mr Alisdair Cameron NED	NED of the E-Learning Foundation; executive Director/Trustee of various British Gas/Centrica companies	None	None	None	Mrs Cameron, member of Fundraising committee for Children's Hospital	None	None
Ms Sue Donaldson Director of Workforce Associate Board Member	Governor of Oxford and Cherwell Valley College with effect from 14 December 2010 to 13 December 2012	None	None	None	None	None	None

Board member	a	b	c	d	e	f	g
Mr Chris Goard, NED from 1 November 2011					Trustee of the Genetic Alliance UK, we do cooperate with and lobby both the NHS and the Government here and in Brussels		
Mr Mark Mansfield, Director of Finance and Procurement	None	None	None	None	None	None	None
Professor David Mant Associate Board Member	Member of the Oxford University Department of Primary Health Care Honorary Consultant with Oxfordshire Primary Care Trust	None	None	None	Research grant holder from medical charities, EU, Department of Health and NIHR	None	None
Sir Jonathan Michael Chief Executive	None	None	None	None	None	None	None
Mr Geoff Salt Deputy Chairman	None	None	None	Trustee, Nuffield Medical Trust	None	None	None
Mrs Elaine Strachan-Hall Chief Nurse	Director, Ollidoowedji Ltd	Stepmother to Suzanne Hall who contracts for language and translation	None	None	None	None	None

Board member	a	b	c	d	e	f	g
		ion services					
Mr Andrew Stevens Director of Planning and Information	None	None	None	None	None	None	None
Mr Mark Trumper, Director of Development and the Estate, Associate Board Member (from 1 May 2011)	None	None	None	None	None	None	None
Mrs Anne Tutt NED	Section 11 Trustee Oxford Radcliffe Hospitals Charitable Fund from December 2010 and Chairman Audit Committee  NED of The Adventure Capital Fund Ltd; NED of the Social Investment Business Ltd; NED of Bamboo Innovations Ltd; NED of Identity and Passport Service, Member of Audit Committee of Home Office, member of DEFRA Audit Committee	Ownership of private business A Tutt Associates Ltd		Consultant to the Cochrane Collaboration			
	The Adventure Capital Fund Ltd and the Social Investment Business Ltd are companies in a group that makes grants and loans to third sector organisations who may contract for NHS Services. They also manage the following funds Future Builders England, Community Builders and SEIF (on behalf of the Department of Health)						

Board member	a	b	c	d	e	f	g
Ms Eileen Walsh, Director of Assurance Associate Board Member (from 1 May 2011)	None	None	None	None	None	None	None
Mr Peter Ward NED	None	None	None	None	None	None	None
Mr Mike Fleming, Director Horton General Hospital to 31 March 2012	None	None	None	None	None	None	None
Mr Ian Humphries, Director of Estates and facilities, to May 2011	None	None	None	None	None	None	None