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**Declarations of Interest Form for CCG Staff**See below for guidance. You should also refer to the CCG’s Conflicts of Interest Policy.

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|  | **About You** | | | |
| Name |  | | | |
| Job title / role description |  | | | |
| Positions held in relation to CCG business  *(e.g. member or attendee of CCG Governing Body/*  *Committee meetings / Joint Committees etc* |  | | | |
| Do you have any interests to declare?  *(please cross out that which does not apply)* | Yes | | | |
|  | **Interests** | | | |
| **Type of Interest** | **Description of interest** | **Details of the relationship with the person who has the interest**  **(for indirect Interests),** *eg spouse* | **Date Interest relates to**  **From : To** *answer for ALL the following questions)* | **Actions to be taken to mitigate risk**  **(to be agreed with line manager or a senior CCG manager)** |
| Roles and responsibilities held within member GP practice | N/A | N/A | N/A | N/A |
| Roles and responsibilities with:   * Local Integrated Urgent Care Services, * Out Of Hours Service |  |  |  |  |
| Directorships held in private companies or PLCs, including non-executive directorships |  |  |  |  |
| Ownership or part-ownership of private companies, businesses or consultancies likely or possibly seeking to do business with the CCG and/or other NHS organisations. |  |  |  |  |
| Shareholdings of more than five per cent in companies in the field of health and/or social care. |  |  |  |  |
| Positions of authority in a charity or social organisation in the field of health and/or social care.  *(e.g., trustee, director, manager)* |  |  |  |  |
| Any connection with a voluntary or other organisation contracting for NHS services. |  |  |  |  |
| Any connection or involvement with a pharmaceutical company.  *(e.g. attending an advisory board or undertaking work on specific product development)* |  |  |  |  |
| Research funds or grants received by the individual or any connected organisation. |  |  |  |  |
| Are you working for a practice that is a member of a GP Federation? | N/A | N/A | N/A | N/A |
| Are you working for a practice that is a member of a Primary Care Network? | N/A | N/A | N/A | N/A |
| Any membership of the   * Local Medical Committee, * Local Pharmaceutical Committee, * Local Dental Committee or * Local Optical Committee. | N/A | N/A | N/A | N/A |
| Other specific interests. |  |  |  |  |
| Do you, a close family member or a partner with whom you jointly own or control a business:   * Have ownership; * Control; or * Are a senior manager   In any organisation either seeking to do business with the NHS or are doing business with the NHS? |  |  |  |  |
| Any other roles or relationships which the public could perceive as impairing or influencing your judgement of actions in your role with the CCG. |  |  |  |  |
| **I believe that the information stated above is true.**  **Signed**  **Date** |  | | | |

**Guidance:**

* If you are unsure whether an interest needs to be declared or assistance required to check / complete / edit this form please contact [Andrew Tillbrook](mailto:andrew.tillbrook@nhs.net), Deputy Board Secretary, NCL or [Karl Thompson](mailto:karl.thompson@nhs.net), Senior Head of Corporate Services, NCL;
* All CCG staff, members, Governing Body and Committee members, clinical leads and any other individuals involved in the CCG’s decision-making processes need to complete this form and either declare their interests **or** confirm they have no interests;
* **Staff** for this purpose means anyone who works at the CCG in any capacity; employees, interims, Governing Body members, etc. If in doubt if this applies, do ask;
* Members means practice partners and any individual from a practice directly involved with the business or decision making of the CCG;
* Complete and return the form in hard copy or email a scanned copy to:

Andrew Tillbrook, Deputy Board Secretary at andrew.tillbrook@nhs.net

* Remember: an interest is anything that could influence your judgement or actions; or that could be **perceived** to influence your judgement or actions;
* Relevant interests include those of your family, friends and acquaintances, and means anything actual, potential or perceived;
* If you are in doubt, **declare it;**
* When completing the form you should include enough detail that a lay person or member of the public would understand the implications and why the interest needs to be registered;
* You will need to complete a new form:
  + at least annually and/or;
  + if you start a new role within the CCG and/or;
  + if you become aware of an interest that you need to declare
* A declaration must be made of any interest likely to lead to a conflict or potential conflict as soon as the individual becomes aware of it, and within 28 days
* You will also need to declare any and all interests at the start of meetings you are part of if there is, or you feel there may be, a related agenda item for discussion.
* The register is held and managed by the NCL CCG Deputy Board Secretary, Andrew Tillbrook
* The register will be published on the CCG’s website (for senior staff, clinical leads, governing body members, all declarations will be held on a register and subject to audit by the CCG’s internal auditors. DoI information may be passed between CCG Board Secretaries in NCL, for example where there NCL wide committees).

*This form (whether in paper form or electronic/digital form) is required to be completed in accordance with the CCG’s Constitution, Conflicts of Interests Policy, and section 14O of The National Health Service Act 2006, the NHS (Procurement, Patient Choice and Competition) regulations 2013 and the Substantive guidance on the Procurement, Patient Choice and Competition Regulations.*

**Guidance on Potential Types of Interest**

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| **Types of interest** | **Description** |
| **Financial Interests** | This is where an individual may get direct financial benefits from the consequences of a commissioning decision. This could, for example, include being:   * 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; * 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. * A management consultant for a provider; * In secondary employment; * In receipt of secondary income from a provider; * In receipt of a grant from a provider; * In receipt of any payments (for example honoraria, one off payments, day allowances or travel or subsistence) from a provider * 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 * 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). |
| **Non-Financial Professional Interests** | 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:   * An advocate for a particular group of patients; * A GP with special interests e.g., in dermatology, acupuncture etc. * A member of a particular specialist professional body (although routine GP membership of the RCGP, BMA or a medical defence organisation would not usually by itself amount to an interest which needed to be declared); * An advisor for Care Quality Commission (CQC) or National Institute for Health and Care Excellence (NICE); * A medical researcher. |
| **Non-Financial Personal Interests** | This is where an individual may benefit 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:   * A champion for a provider; * A volunteer for a provider; * A member of a voluntary sector board or has any other position of authority in or connection with a voluntary sector organisation; * Suffering from a particular condition requiring individually funded treatment; * A member of a lobby or pressure groups with an interest in health. |
| **Indirect Interests** | 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 should include:   * Spouse / partner; * Close relative e.g., parent, grandparent, child, grandchild or sibling; * Close friend; * Business partner. |