

AHCS Policy Declaration of Interest

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Academy for Healthcare Science

Declaration of Interests Policy

Introduction

The Academy for Healthcare Science has in place principles and procedures for minimising, managing and registering potential conflicts of interest that could be deemed or assumed to affect the decisions made by those involved in the work of the Academy.

Academy for Healthcare Science staff and committee members should not allow their judgement or integrity to be compromised. They should be, and be seen to be, honest and objective in the exercise of their duties and should understand fully their role and responsibilities as set out in the terms of reference of the Academy's Board and committees. Academy for Healthcare Science staff and Board / committee members should follow the seven principles of public life as set out by the Committee on Standards in Public Life:

- selflessness
- integrity
- objectivity
- accountability
- openness
- honesty
- leadership.

All staff and committee members should act and take decisions in the best interest of the public. Once the Academy for Healthcare Science has taken a decision, all staff and committee members should support that decision in the spirit of collective responsibility.

This declaration of Interest policy will be applicable to staff and Board / committee members of the Academy for Healthcare Science and any committees or groups established by the Academy for Healthcare Science. This also includes temporary and co-opted committee members.

Disclosure of interests

Academy for Healthcare Science staff and committee members are not required to declare all interests they may have outside the Academy for Healthcare Science, but rather those interests that relate to or could impact on the Academy for Healthcare Science's business. Academy for Healthcare Science staff and committee members should register all relevant interests and should also declare any personal interest when dealing with or discussing a matter to which it is pertinent.

Academy for Healthcare Science staff and committee members are required to declare any personal interest in any matter of Academy for Healthcare Science business that may directly or indirectly give rise to a conflict or a potential for conflict of interest or duty. Individuals are considered to have a personal interest in a matter of Academy for Healthcare Science business where any relevant person and/or close association (see next paragraph for definition):

- is a director (including non-executive directorships), shareholder, partner or employee or otherwise has a position of ownership (all or part), control or management of a Private Company or PLC that is affected by health commissioning or may be affected by the decisions of the Academy for Healthcare Science
- is a member of a professional or registration body
- is involved in any work or employment with health bodies or related organisations
- holds a position of authority within a charity or voluntary organisation in the health and social care field
- is likely to make a financial gain, or avoid a financial loss, through the matter
- has an interest in the outcome of a matter that is distinct from the Academy for Healthcare Science's interest
- has a financial or other incentive to favour the interest of another party or group over the interests of the Academy for Healthcare Science.

A relevant person and/or close association includes a member's family or someone with whom the Academy member of staff or committee member is in regular contact with over a period of time so that person is more than an acquaintance. Family refers to a spouse or partner living in the same residence as the member, children for whom the member is legally responsible, and adults for whom the member or employee is legally responsible (for example, an adult whose full power of attorney is held by the individual).

When joining the Academy or an Academy committee, staff and committee members will be asked to read and comply with this policy and complete and sign a declaration of interests form (see Annex). A register of interests will be held by the Academy secretariat to record declarations. Academy committee members will be required to ensure that entries relating to them in the register of interests are accurate, complete and kept up-to-date.

Academy staff and committee members will declare interests where appropriate during the course of their duties and must notify the Academy secretariat immediately or at the earliest opportunity of any changes to the information disclosed. Following any changes in circumstances, Academy staff and committee members will be asked to complete and sign a new declaration of interests form if relevant.

Academy Board and committee members will be asked by the Chair to remove themselves from the discussion or determination of matters in which the Member has a financial interest. In matters in which they have a non-financial interest, Board / committee members should not participate in the discussion or decision on a matter where the interest might suggest that the Board / committee is biased; the Member should consider whether to leave the discussion and may be asked by the Chair to do so.

The register of interests sets out:

- names of individuals and details of the interest which were declared on appointment, as the interest first arises and as any new interests are declared; and
- names of individuals who have declared interests at meetings giving dates, details of the interest declared and whether the Academy member took part in the relevant part of the meeting.

The register of interests will be formally reviewed by the Academy on an annual basis. It is the Academy's intention to publish the register of interests on the Academy website.

When a declared interest ceases to be relevant, the respective Academy for Healthcare Science staff/Board/committee member will inform the Academy secretariat so that the interest can be removed from the register.

Annex

Declaration of Interest form

Please identify any actual or potential personal interest that may arise as a consequence of your role as a member of the Academy for Healthcare Science in line with the policy attached and return it to:

Fiona Fiorentino, Executive Assistant, Academy for Healthcare Science Tel: 07592803609
Email: admin@ahcs.ac.uk

Name:

Name of any organisation that you represent in relation to the Academy for Healthcare Science's work:

Type of organisation you represent (e.g. charity, professional body, private company):

Your position in that organisation:

Date:

List of interests:

Any other relevant information:

Signature: