

Policies and procedures

Conflicts of Interest

Created/revised:	April 2019
Approved by:	Governance Committee, 15/5/19
Next review due:	May 2020



This policy sets out the way that Healthwatch Havering (HWH) will ensure that staff, directors and volunteer members act impartially, and in the best interests of the organisation and its beneficiaries

Personal Interest

You must declare a personal interest if matters under discussion affects:

- Your employer, or the employer of your partner, relatives or friends.
- Any organisation in which you, your partner, relatives or friends have a financial interest or from which you, your partner, relatives or friends have received payment or gifts in the last 12 months.
- Any firm or corporate body in which you, your relatives or friends are partners or a director, or hold shares with a nominal value of more than £5000.
- Any organisations which provide financial remuneration to you, your relatives or friends who are a member or hold a management or decision-making position.
- Any organisation that you represent in your dealings with Healthwatch.

You should make the declaration at the beginning of the meeting or as soon as you are aware of the issue being discussed.

You should also say if anything being discussed relates to anything you are required to declare on the register of interests.

Prejudicial Interest

If a member of the public, who knows all the relevant facts, would view your personal interest (see above) in the issue being considered to be so great that it is likely to prejudice your judgment of the public

interest then your interest is **prejudicial**. You must leave the meeting and cannot seek to influence any decisions made.

There are some limited exceptions to the requirement that you withdraw from meetings if you have a prejudicial interest.

If supporters of the Healthwatch or public can make representations, give evidence or answer questions about the matter, then you can also take part in the same way.

However, you cannot remain to take part in the debate or observe the vote on the matter or seek to improperly influence the decision.

The mere existence of local knowledge, or connections within the local community, will not normally be enough to qualify as a prejudicial interest. There must be some factor that might positively harm your ability to judge the public interest objectively. The nature of the matter is also important, including whether many people are equally affected by it or whether you or a smaller group is particularly affected.

The Register of Interests

The register of interests must be completed at the time joining Healthwatch Havering.

It is the individual's responsibility to ensure that any changes to their status in respect of Healthwatch Havering under this policy is identified and the Company Secretary advised within 10 working days

The Register is updated regularly as deemed necessary by the Company Secretary

Appendix 1 - Register of Interest Form

Register of interests

Name:

Role:

Address:

Please list any Body or organisation in which you, your partner or close relations, have a personal or financial interest, which could give, or be perceived to give, a conflict with your role on Healthwatch Havering.

.....

Please state if you are a Director, staff or volunteer member of Healthwatch Havering or a representative of an organisation and name that organisation.

.....

Please state if:

- You are in paid employment or directorship of any body, organisation, charity or group that is involved in activity relevant to the work of Healthwatch.
- Any contract for services between yourself or a firm you are a partner of, a paid director of or in which you have shareholding, which is relevant to the work of Healthwatch

- Anyone, other than Healthwatch, who has paid towards the costs of your involvement in activities relevant to the work of Healthwatch. Any Body, organization, charity or group of which you are a member or represent, or in which you hold a management or decision-making position, that is involved in activity relevant to the work of Healthwatch

Name of organisation

Nature of relationship/ payment

Please sign the declaration below:

I am not responsible for any commissioning decisions for health and social care.

I agree to abide by the Code of Conduct of Healthwatch Havering.

I declare that to the best of my knowledge the information I have given is complete and true.

Name: -----

Signature: -----

Date: -----

What is Healthwatch Havering?

Healthwatch Havering is the local consumer champion for both health and social care in the London Borough of Havering. Our aim is to give local citizens and communities a stronger voice to influence and challenge how health and social care services are provided for all individuals locally.

We are an independent organisation, established by the Health and Social Care Act 2012, and employ our own staff and involve lay people/volunteers so that we can become the influential and effective voice of the public.

Healthwatch Havering is a Community Interest Company Limited by Guarantee, managed by three part-time directors, including the Chairman and the Company Secretary, supported by two part-time staff, and by volunteers, both from professional health and social care backgrounds and lay people who have an interest in health or social care issues.

Why is this important to you and your family and friends?

Following the public inquiry into the failings at Mid-Staffordshire Hospital, the Francis report reinforced the importance of the voices of patients and their relatives within the health and social care system.

Healthwatch England is the national organisation which enables the collective views of the people who use NHS and social services to influence national policy, advice and guidance.

Healthwatch Havering is your local organisation, enabling you on behalf of yourself, your family and your friends to ensure views and concerns about the local health and social services are understood.

Your contribution is vital in helping to build a picture of where services are doing well and where they need to be improved. This will help and support the Clinical Commissioning Groups, NHS Services and contractors, and the Local Authority to make sure their services really are designed to meet citizens' needs.

***‘You make a living by what you get,
but you make a life by what you give.’
Winston Churchill***

Joining Healthwatch Havering

Local people who have time to spare are welcome to join us as volunteers. We need both people who work in health or social care services, and those who are simply interested in getting the best possible health and social care services for the people of Havering.

Our aim is to develop wide, comprehensive and inclusive involvement in Healthwatch Havering, to allow every individual and organisation of the Havering Community to have a role and a voice at a level they feel appropriate to their personal circumstances.

We are looking for:

Members

This is the key working role. For some, this role will provide an opportunity to help improve an area of health and social care where they, their families or friends have experienced problems or difficulties. Very often a life experience has encouraged people to think about giving something back to the local community or simply personal circumstances now allow individuals to have time to develop themselves. This role will enable people to extend their networks, and can help prepare for college, university or a change in the working life. There is no need for any prior experience in health or social care for this role.

The role provides the face to face contact with the community, listening, helping, signposting, providing advice. It also is part of ensuring the most isolated people within our community have a voice.

Some Members may wish to become **Specialists**, developing and using expertise in a particular area of social care or health services.

Supporters

Participation as a Supporter is open to every citizen and organisation that lives or operates within the London Borough of Havering. Supporters ensure that Healthwatch is rooted in the community and acts with a view to ensure that Healthwatch Havering represents and promotes community involvement in the commissioning, provision and scrutiny of health and social services.

Interested? Want to know more?



Call us on **01708 303 300**

email enquiries@healthwatchhavering.co.uk

Find us on Twitter at [@HWHavering](https://twitter.com/HWHavering)



*Healthwatch Havering is the operating name of
Havering Healthwatch C.I.C.
A community interest company limited by guarantee
Registered in England and Wales
No. 08416383*

*Registered Office:
Queen's Court, 9-17 Eastern Road, Romford RM1 3NH
Telephone: 01708 303300*

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